

To: _____, Professor and _____, Box

From: _____, _____, Box

SUBJECT: A/B Retention Salary Request

Provided herein is my request for an A/B Retention Salary:

Salary structure:

Current salary:

Total monthly salary 100%
A Component
B Component

Proposed salary:

Total monthly salary 100%
A Component (90% or 80%)
B Component (10% or 20%)

Notes:

For faculty who currently *do not have* an A/B plan and have 100% tenure:

The *Current A Component* will be 100%.

The *Current B Component* will be 0%.

The *Proposed A Component* dollar amount will equal the *Current Total Monthly Salary*.

Date of last merit review:

My current research grants and awards:

Budget Number	PIs	Funding Source/Subject	Period	Amount Awarded	Unexpended Amount

- Budget number(s) to cover salary Portion B:

- Document evidence of an independent, sustainable salary source and funding plan: