

I-8
OFF-SCALE SALARIES
(Revised 4/24)

I. Off-Scale Appointments

In instances of market pressures, efforts should be made to separate the issue of academically merited rank and step from the issue of the requisite salary needed to recruit a member of the faculty. For those academic areas in which market pressures are a consideration, departmental recommendations for appointment should reflect (a) a recommended rank and step appropriate to academic and professional achievement; and (b) an appropriate off-scale together with documentation of the market conditions that justify it.

II. Off-Scale Advancements

Off-scale supplements are retained in on-time, normative advancements. When properly justified an increment of off-scale equivalent to a one-half step increase as indicated on the [published half-step increase chart](#), may also be awarded as part of the advancement process. For example:

- a) the record of performance does not justify advancement to the next step but does represent a level of performance that warrants the addition of a one-half step increase
- b) recognition of special services or other achievements not normally recognized by accelerated step advancement

Red Binder I-36 provides further guidance regarding accelerated actions. Red Binder I-44 provides further guidance regarding the use of off-scale salary in retention efforts.

A faculty member may receive no more than two within-step increases in the off-scale supplement.