

**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.