



Application for Research Position Salary Adjustment

Name: _____ ID: _____ Date: _____

CUPA Discipline: _____ Faculty Rank: _____

Name and contact information for two references who know your creative and scholarly work well.

Reference 1. Name: _____ Phone: _____

Institutional affiliation: _____ Email: _____

Reference 2. Name: _____ Phone: _____

Institutional affiliation: _____ Email: _____

Please summarize the reasons that a research position salary above the CUPA average, is justified based on exceptional research productivity and recognition, and propose an alternative basis for setting the research position salary.

The information and attachments provided are true to the best of my knowledge.

Signature: _____ Date: _____

Dean's review: Recommended ___ Not Recommended ___ Attach reasons.

Signature: _____ Date: _____

Provost's review: Recommended ___ Not Recommended ___ Attach reasons.

Signature: _____ Date: _____

VC Research review: Recommended ___ Not Recommended ___ Attach reasons

Signature: _____ Date: _____

Prerequisites for approval of a research base salary higher than the CUPA Average:

1. High research productivity (evidence to be provided here);
2. "Meet expectations" in all duties;
3. Consistently demonstrate proper fiscal and administrative management of grants; and
4. Consistently follow Montana Tech's proposal processes.

Attachments:

- (1) A current *curriculum vitae*.
- (2) An attachment detailing evidence of exceptional research productivity during the past three years. The attachment should be organized in sections A through I. Applications are not required to provide evidence in all the categories, only those applicable to the discipline and the applicant.
 - A. Peer-reviewed papers and scholarly books published
 - B. Other creative or scholarly works appropriate to the discipline
 - C. Listing of active grants for which you are PI. Include for each one the annual grant and contract expenditures (in \$K) for the current year and previous two years.
 - D. Listing of active grants and contracts for which you are CoPI. Include for each one the annual grant and contract expenditures (in \$K) for the current year and previous two years.
 - E. Listing of grant applications: Title, sponsor, date submitted, amount requested, whether you are PI or co-PI, other PIs/co-PIs, its current status, and if funded the amount received.
 - F. Listing of names, majors, and project titles for research students you supervised for the current year and the previous two years. Indicate the student's level and when the student graduated (if applicable).
 - G. Listing of patents submitted. Indicate which have been awarded.
 - H. Awards or other recognition from state, national, international entities related to your discipline.
 - I. Other evidence of high research productivity not included within A through H, plus examples of the applicant's integration of research into instructional activities.

Each reviewer shall attach an explanation of the reasons for his/her recommendation on the request.