

Date:  
To: Provost Budget Office  
From:  
Department:  
Position Number, Title:  
Position Grade:  
Candidate's Name:  
RE:

The Martin- Gatton College of Agriculture, Food, and Environment is now ready to request a salary proposal for this position. Due to the candidate's qualifications with combined education and related experience totaling over \_\_\_\_\_ years, we propose a pay rate of \$ \_\_\_\_\_ (hourly for nonexempt or annual salary for exempt).

The proposal represents a rate within the \_\_\_\_\_ range of the grade scale.

The primary funding source is \_\_\_\_\_ funds, and the specific cost center/grant # is \_\_\_\_\_

The proposal includes \_\_\_\_\_ equity increases.

(Required) Candidate's specific skills and experience related to the position:

(Optional) Additional information regarding budget:

Department Chair/Unit Director

Dean