**CHASS HR Services**

**Retention Request Form**

(Upload form to CPAWS Request.)

Note: The effective date will be the upcoming 6/30/xx or 1/1/xx, whichever comes first. On rare occasions, the effective date may be 7/1/xx due to the percent of the increase.

If the department is requesting financial support, please complete the [financial support request form](https://app.smartsheet.com/b/form/7067e36b87984edf9f87565ccd96088d) and upload this form to that request.

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| **Request Information** | |  | |
| **First Name** | Click here to enter text. | **Employee ID** | Click here to enter text. |
| **Last Name** | Click here to enter text. | **Requested Salary Increase Amount** | Click here to enter amount. |
| **Department** | Click here to enter text. | **Type of Retention Request** | Choose an item. |

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| **Please provide 2-3 paragraphs explaining the individual’s accomplishments and why it is important to retain them. Also, include a description of any recruitment efforts by other universities or organizations if applicable.** |
| **Enter Text** |

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| **Please explain how the department will address any potential concerns or disparities among the existing faculty to ensure equity within the unit.** |
| Enter Text |

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| **Requestor Information** | | | |
| Department Head Signature |  | Date |  |

Please upload this form, the CV, and other documents if applicable to the CPAWS Request. Note for counteroffers, a letter of offer must be attached. For preemptive retentions, upload any documentation of recruitment efforts such as an interview invitation.