

**CONFIDENTIAL – FOR UH HR INTERNAL USE**

**Executive/Managerial (E/M) – Salary Placement Analysis Worksheet  
For Appointments, Reappointments and Salary Adjustment (rev. 2/5/20)**

**Instructions:** Campus requesting action to complete. Consult with campus HR for salary data reference and previous incumbent data.

Analysis Date	
Position Title	
Position Number	
Assigned E/M Band	
Campus/College/Department	
Requested Action – <i>initial appointment – regular or interim, reappointment, special salary adjustment</i>	
<b>SECTION I: APPOINTEE CURRENT INFORMATION</b>	
Appointee's Last Name, First Name	
Current (official) position title	
Current UH Employee ( <i>Indicate Yes or No</i> )	
Current UH campus/college or external organization	
Current UH annual & monthly base salary	
If applicable, UH faculty fallback classification/rank, duty period (9 or 11 month), tenured/non-tenured, annual & monthly salary (as of "analysis date")	
If applicable, previous UH E/M position titles, annual salary and dates served	
<b>SECTION II: PROPOSED ACTION INFORMATION (If reappointment and sections I &amp; II information have not changed from initial appointment worksheet, this section does not need completion.)</b>	
If new appointment, indicate hire via (1) "recruitment" or (2) "waiver of recruitment" and President's approval date	
Requested annual & monthly base salary	
Percentage of increase above current salary (2 decimal places)	
Requested appointment dates ( <i>if interim, indicate start and end date</i> )	

Position duties summary (brief description)	
Analysis and justification for appointment and salary placement (brief summary of candidate's qualifications, recruitment challenges, extraordinary circumstance(s), analysis for proposed salary range, and other factors to support salary recommendation)	
<b>SECTION III: CAMPUS/SCHOOL/COLLEGE/DIVISION INFORMATION</b> <b>(If reappointment and section information has not changed from initial appointment worksheet, this section does not need completion.)</b>	
Budget size by funds, including contracts and grants	
Number of majors, programs, etc.	
Number of E/M, faculty and staff	
Special facility considerations	
Other special considerations/comments	

