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 – initial appointment – regular	
or interim, reappointment, special salary adjustment	
SECTION I: APPOINTEE CURRENT INFO	RMATION
Appointee's Last Name, First Name	
Current (official) position title	
Current UH Employee (Indicate Yes or No)	
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	
SECTION II: PROPOSED ACTION INFORM	MATION (If reappointment and sections I & II information have not
	eet, this section does not need completion.)
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 (if interim,	
indicate start and end date)	

Desition duties summary (bateful acceptation)	
Position duties summary (brief description)	
Analysis and justification for appointment and	d salary placement (brief summary of candidate's qualifications,
recruitment challenges, extraordinary circum	stance(s), analysis for proposed salary range, and other factors to support
salary recommendation)	
SECTION III: CAMPUS/SCHOOL/COLLEG	E/DIVISION INFORMATION
	has not changed from initial appointment worksheet, this section
does not need completion.)	That the trianged from miliar appointment worksheet, this section
Budget size by funds, including contracts	
and grants	
Number of majors, programs, etc.	
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Number of E/M, faculty and staff	
Special facility considerations	
Other energy considerations/comments	
Other special considerations/comments	
Other special considerations/comments	

SECTION IV: SALARY DATA	REFERENCE FOR I	PROPOSED ACTION (con	sult with campu	s HR)
UH EM Band Minimum (annual)				
UH EM Band Mean (annual)				
UH EM Band Maximum (annual)				
CUPA HR Comparable Code/C	Class (indicate			
survey year and if salary derived)				
CUPA 20 th percentile (annual)				
CUPA Median (annual)				
CUPA 80 th percentile (annual)				
Other relevant market data (e.g.	, comparable			
salaries in local market)				
SECTION V: CURRENT & FO				
campus HR) (If reappointme			changed from in	itial appointment
worksheet, this section does Name		,	Daviad	Fording Onlaws
name	Interim/Regular	Appointment	Period	Ending Salary
SECTION VI: COMPARABLE (JH POSITIONS:			
Of	ficial Position Title		Band	Current Appointee
_	3)	Dana	Base Salary	
(working title in parentheses)		-)		