



Rate and Title Notification Template

Performance Bonus (Lump Sum) template

I am pleased to inform you that our request to provide you with a lump sum award in the amount of \$Amount has been approved. This payment is being issued based upon Reason.

This is a one-time payment which will be provided as an additional pay amount on your paycheck dated Pay Date. All other terms and conditions of your employment will remain the same.

Attainment of Distinguished Status template

Congratulations! After reviewing your submission, the Distinguished Prefix Review Committee has voted and awarded you Distinguished status. This is a high honor and only awarded to a small number of academic staff who demonstrate superlative accomplishments evidenced by peer recognition beyond the work unit.

For all titles except Clinical Professor or Professor (CHS):

Effective Date, your Business Title will be New Business Title with "Distinguished" added and your base salary will be \$New Amount (X% increase). This increase will first be reflected in your paycheck dated Pay Date. If back pay is owed to you because the effective date of the adjustment predates the approval date, the amount owed will also be included in the paycheck dated Pay Date.

For Clinical Professor or Professor (CHS):

Effective Date, your title will be New Job Title and your base salary will be \$New Amount (X% increase). This increase will first be reflected in your paycheck dated Pay Date. If back pay is owed to you because the effective date of the adjustment predates the approval date, the amount owed will also be included in the paycheck dated Pay Date.

Details to incorporate into a letter

Parity

We have reviewed your position compared to your peers within UW—Madison and have determined that a parity adjustment is warranted.

Equity

We have reviewed your position and have determined that an equity adjustment is warranted due to an inequity in one or more protected categories.

Market Retention or Market-Competitive

We have reviewed your position and have determined that a market adjustment is warranted for (choose one:) retention factors; competitive factors.

Performance

It is an honor to have you as part of the Name of Unit/Dept. You contribute to a positive work environment, and we appreciate your knowledge, skills, and talent. Thank you for your continued hard work and service to the University of Wisconsin–Madison.

Change in Unique Responsibilities

We have reviewed the responsibilities of your position and recognize the change in responsibilities warrants consideration of additional compensation effective Date. This adjustment is intended to acknowledge the significantly larger role and responsibility level you have taken on for the Name of Unit/Dept. We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities.

Change in Responsibilities and Title (Lateral and Demotion)

We have reviewed the duties and responsibilities of your position and recognize the change in responsibilities warrants consideration of a change in compensation effective Date. This adjustment is intended to acknowledge the change in your responsibilities and title within Name of Unit/Dept. We appreciate your dedication and professionalism, and this increase reflects our confidence in your abilities. Your title will be New Title.

Change in Responsibilities and Title (Promotion*)

We have reviewed the duties and responsibilities of your position and recognize the change in responsibilities warrants consideration of additional compensation effective Date. This adjustment is intended to acknowledge the significantly larger role and responsibility level you have taken on and the promotional title change within Name of Unit/Dept. We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities. Your title will be New Title.

Market, Parity or Performance resulting from Campus Pay Initiative

In Month, I wrote to you about the UW–Madison Central Funds for Compensation (CCF) for the Fiscal Year(s). Our Name of School/College/Division was allocated Amount for targeted salary increases in this program, which is designed to recognize exceptional performance, address market disparities, and make parity adjustments. Our Name of School/College/Division also contributed Amount for additional adjustments. I am pleased to inform you that you have been nominated and approved to receive a salary increase from these funds, based on (state reason, for example:) market; parity; your outstanding performance.