

DIVISION/DEPARTMENT: Waisman Center/		EMPLOYEE NAME:			TITLE:	
CRITERIA: Performance: Employee recognition for superior or meritorious performance. Merit criteria/factors which should be considered include: <ul style="list-style-type: none"> • Length or frequency of the outstanding performance • Overall significance or importance of the employee's work products to the organization • Regularity with which the outstanding performance or unique contribution is demonstrated (e.g. an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project) Performance-related criteria/factors which may be considered include: <ul style="list-style-type: none"> • Employee has acquired additional competencies, which are both specialized and critical in carrying out the ongoing functions of the position. 			INCREASE AMOUNT:		BASE or LUMP:	
			JUSTIFICATION Provide justification on page 2 of this document if more space is needed.			
Old Base Salary:	New Base Salary:	Funding Source(s):			Effective Date:	
Recommended by (Supervisor):		Date Submitted:	Approved by department director:	Date approved:	Approved by PI:	Date approved: