

You will need the following to complete the Retention Request Worksheet:

Faculty Information:

- Full name of faculty.
- Department name.
- Department number.
- Requesting school.
- Current Rank of faculty member.
- Current salary.
- Is the faculty a recipient of VITAE Hiring Program funds or a spousal hire?
- Start date at Carolina.
- Is this a joint appointment? If so, joint department.
- PTR rating, if applicable.
- Faculty's CV, **available for upload**.

Evidence of External Recruitment:

- Recruiting institution.
- Offer rank, if known.
- Offer salary, if known.
- Research funding offered, if applicable.
- Other comments/conditions relevant to the external offer.
- Evidence of external recruitment, **to upload**.
 - Emails
 - Offer letters
 - Etc.

Proposed Retention Terms

- Salary offer amount.
- Amount requested from Provost's office.
- Research funds amount, if applicable.
- Amount requested from the system.
- Completed [Faculty Salary Increase Form](#)

Answers to the following:

- Explain the candidate's credentials and/or research impact. Please address overall teaching performance, if applicable.
- How did you arrive at the proposed retention package, including salary? Discuss potential internal equity impact.
- Explain how this retention will affect the department's diversity and/or strategic plan.
- List other sources of research funds, if applicable, and note if the funds are one time investments or recurring.

Signatures

- Upload signatures of
 - Department Chair, if applicable.
 - Requesting dean.

