

FACULTY EQUITY
TEMPLATE CHAIR REQUEST LETTER

DATE

Mark T. Gladwin, MD
Dean, University of Maryland School of Medicine
Vice President for Medical Affairs, University of Maryland, Baltimore
John Z. and Akiko K. Bowers Distinguished Professor and Dean

Dear Dr. Gladwin:

This letter is to request an equity increase of \$__ to Dr. FN LN's. Should this be approved, Dr. FN LN's Institutional Base Salary (IBS) will increase from \$ _____ to \$ _____, and Total Approved Salary (TAS) will increase from \$ _____ to \$ _____.

[Add justification for the equity]

[Add description of role and value of faulty member]

[Add specific reason for equity request]

[Add AAMC (or relevant national association) salary comparison (e.g. increasing salary would bring the employee into the 50th percentile of the NE region) and/or review of peers, same rank, title & experience within the same Department] [Peer review in chart form should be included in the body of the letter]

[State in the letter whether there is anything else that is pending for this faculty member (administrative component increase, promotion retention, etc.)]

If you require additional information, I am available at your convenience.

Sincerely,

Professor and Chair (Co-Signed by Director as Applicable)