

MARQUETTE UNIVERSITY
Office of the Provost
Academic Division Policy

TO: Distribution

FROM: Dr. Madeline Wake, Provost

DATE: June 26, 2007

SUBJECT: Salary Recovery

Following is the written policy which was established by verbal directive in 2005-2006. The specified details are effective immediately on salary recovery from new hires on existing permanent lines.

1. A salary will be established and confirmed on the Authorization to Recruit by the Office of the Provost for hiring a replacement of a permanent regular or participating faculty line. All regular faculty hires will be at the Assistant Professor rank.
2. The Budget Office will transfer the additional funds to the Office of the Provost once the Authorization to Recruit has been approved by the Office of the Provost.
3. Administrative salaries should be set according to Human Resource's compensation structure. The Budget Office will transfer any additional funds from hires on permanent administrator lines to the Office of the Provost once the salary authorization is approved by the Office of the Provost.
4. The above statements are subject to rare exceptions. Request for exceptions for senior hires or other purposes should be forwarded in writing by the Dean, Vice Provost or Associate Provost to the Provost with detailed justification.
5. This salary recovery policy does not apply to support staff or temporary positions.

Distribution:
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