

TO: Don S. Rice
Associate Provost for Academic Administration

FROM:

DATE:

SUBJECT: Labor Condition Application For Dr. _____

SEE EXAMPLE AT THE BOTTOM OF THIS DOCUMENT

The recommended content for the memo from the Dean is as follows: (1) a definition of the specific employment in question, i.e., assistant professors of _____; (2) differentiation among employees in this group based on their experience and qualifications; and (3) identification of factors within the set of comparable employees that were used to set individual salaries within the set. It is not necessary to identify comparable employees by name. When a nonimmigrant worker's wage rate falls beneath any of the U.S. workers' wage, it is particularly important to give a thorough explanation of the factors leading to that wage rate.

As regards the format of the Dean's memo, Legal Counsel recommends the following:

1. Address the Memorandum to Dr. Don S. Rice, Associate Provost for Academic Administration.
2. State the purpose of the Memorandum in an opening sentence. For example, the first sentence may read as follows: "The purpose of this memo is to document the procedure by which the salary of Dr. _____, an assistant professor of _____ was established."
3. Include a reference to the "market price" in a paragraph which describes factors used to determine the actual salary. For example: "The factors used in setting individual salaries for this category of employee in the College of _____ include the "market price" for the specific field of expertise, **the relevant collective bargaining agreement**, years of experience (college teaching experience, non-college teaching experience, and other relevant experience are all given slightly different weighting),"
4. Lastly, include a short concluding sentence indicating that Dr. _____'s salary is consistent with those other assistant professors of _____ with similar educations and teaching experience.

Thank you for your attention to this matter and please do not hesitate to call me if you have any questions or need additional information.

EXAMPLE

The purpose of this memo is to document the procedure by which the salary of Dr. _____, an assistant professor of _____ was established."

The factors used in setting individual salaries for this category of employee in the College of _____ include the “market price” for the specific field of expertise, the relevant collective bargaining agreement, and years of experience (college teaching experience, non-college teaching experience, and other relevant experience are all given slightly different weighting). The minimum requirement for this position is a Ph.D. degree.

Dr. _____’s salary is consistent with those other assistant professors of _____ with similar educations and teaching experience.

Thank you for your attention to this matter and please do not hesitate to call me if you have any questions or need additional information.