



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 282 Champions Way  
 PO Box 3062410  
 Tallahassee, FL 32306-2410  
 Phone: (850) 644-6034  
 Fax: (850) 645-4670

## ADMINISTRATIVE DISCRETIONARY INCREASES CHECKLIST (Faculty)

Employee Name	Employee ID	Rec #	Date
Job Title	Department Name	Department Number	
Department Representative Name (Print)		Department Representative Email	

Indicate the appropriate reason for the ADI below. All ADI processing requests submitted to Human Resources must be accompanied by a pPaf or ePaf and the required back-up documentation, specified below. Missing documentation will significantly delay processing time.

**Note:** Justification Memos should be forwarded to the Office of Faculty Development and Advancement so that approval may be sought from the Provost and Executive Vice President for Academic Affairs.

<b>Counter-offers</b>	
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- Copy of the verified written offer
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement

<b>Endowed/Named Chairs</b>	
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- Copy of the criteria and procedures for the award of the chair
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement

<b>Extraordinary Accomplishments (Note: All supporting documentation in this category must be approved by the Office of the Provost and the Office of Faculty Development &amp; Advancement)</b>	
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*a. Recognition Internal to the University*

- Explanation, outlined in a memo, of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit

*b. Or Recognized by the National or International Academic or Professional Community*

- Award letter, containing a description of the award (Memo format preferred, but emails accepted)
- Allocated Increase Memo from the Office of the Provost
- Extraordinary Accomplishments Award Recognition Request Form

<b>Equity Adjustments</b>	
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- Salaries and history of annual accomplishments
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement

<b>Increased Duties and Responsibilities</b>	
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- Signed annual Assignment of Responsibilities for the year preceding the change
- New, signed annual Assignment of Responsibilities reflecting the increased duties and responsibilities
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement

<b>Recognition for Distinguished Faculty</b>	
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- Specific external award or alternative criteria
- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement

<b>Other</b>	
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- Justification Memo approved by the Office of the Provost and the Office of Faculty Development & Advancement
- Note:** ADIs awarded under this reason must be submitted a minimum of 15 days before the effective date

**All documents must be submitted to HR prior to the Payroll Submission Deadlines.**