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|  | **Recommendation for** **Off-Cycle Faculty Bonus Award** |

This form provides a means to justify and seek approval for an off-cycle faculty bonus award in accordance with VCU’s Faculty Bonus Award policy at www.assurance.vcu.edu and the applicable School/Unit Faculty Bonus Award Plan. Off-cycle bonus awards are those not coinciding with the University’s salary administration process for faculty salary increases.

**Note:** Funding for bonus awards must come from personal services’ budget funds and not from operating items, such as equipment, supplies, and travel.

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| **FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)** | V-ID Number\* | **POSITION #** | **FACULTY APP’T. TYPE** |
|       |       |       |  |
| SCHOOL / UNIT | DEPARTMENT |
|       |       |
| **EFFECTIVE DATE**\*\* | **CURRENT ANNUAL BASE SALARY** | **PROPOSED BONUS AMOUNT** | **BONUS PERCENT** | **INDEX CODE** |
|       | $      | $      |      **%** |       |
| **JUSTIFICATION** (see Faculty Bonus Award Policy and School/Unit Faculty Bonus Award Plan) -– attach additional sheet if necessary |
|       |
| **[ ]  Approved [ ]  Disapproved** |
|  |
| *Printed Name and Signature of* Department Chair or Director | Date |
|  |       |
| **[ ]  Approved [ ]  Disapproved** |
|  |
| **Funding Approval:** *Printed Name and Signature of Dean’s Level FA* (if applicable) | Date |
|  |       |
| **[ ]  Approved [ ]  Disapproved** |
|  |
| *Printed Name and Signature of* Dean or Unit Head | Date |
|  |       |
| **[ ]  Approved [ ]  Disapproved** |
|  |
| *Printed Name and Signature of* Vice President | Date |
|  |       |
| **[ ]  Approved [ ]  Disapproved** |
|  |
| *Signature of* President | Date |
|  |       |

Faculty bonus award distribution selection:

**[ ]**  Cash distribution; or

**[ ]**  Deferred (attach completed Salary Reduction Agreement (SRA) available at hr.vcu.edu under “forms.”

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 \* Contact the faculty member’s Personnel Administrator for the V-ID number.

\*\* Tax-deferring the bonus depends on the faculty member's previous Tax-Deferred Annuity (TDA) contributions or the timing of the off-cycle bonus.

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| **For Payroll Use Only** |
| **Initials** | **Date** |
|  |  |
| BON earn code |