

**AUBURN UNIVERSITY**  
**Permanent Base Salary Increase Policy**

**For Administrative Professional Employees and Staff Employees:**

An increase to an employee's base salary is allowed during the year because of a reclassification or a promotion/transfer to another position that is approved by Human Resources and the Executive Vice President/Provost. A salary/wage increase to an employee's base salary for any reason outside the above mentioned will not be allowed except during the approved budget process set forth by the current approved budget guidelines. Salaries are subject to pay ranges and strategies approved by the AU Board of Trustees in the annual budget process. Job Family/Career Ladder promotions are only allowed during the budget process. All must be approved by Human Resources and sent forward to the budget office from Human Resources prior to the start of the budget process.

**For Faculty:**

An increase to a faculty's base salary is allowed during the approved budget process as set forth by the current approved budget guidelines. Any increase to a faculty's permanent base salary must be approved by the Provost. In the rare situation where a faculty salary adjustment is needed outside of the budget process documentation to, and approved by, the Provost is required.