

The Provost's Office support for retention actions may be approved as a matching program for up to \$10,000 annually, and for a standard term of 3 years, after which the department and college take on responsibility for the full salary.

**Please submit this signed form to Faculty Affairs ([facultyaffairs@vt.edu](mailto:facultyaffairs@vt.edu)) along with any correspondence from the department (PDF copies of emails are acceptable) providing additional background and justification for the request.**

Faculty Member Name \_\_\_\_\_

Faculty Member Title \_\_\_\_\_

Faculty Member Department \_\_\_\_\_

Faculty Member Department Head \_\_\_\_\_  
*(for notification purposes)*

Current Salary \$ \_\_\_\_\_

Proposed **Total** Salary Increase \$ \_\_\_\_\_

Amount Requested from Provost \_\_\_\_\_  
*(no more than \$10,000/yr)* \$ \_\_\_\_\_

Effective date of salary action \_\_\_\_\_

Nature of Retention:

- Preemptive: faculty is at risk for departure, but has not interviewed or received an external offer
- Reactive: faculty is close to, or has received an external offer

**Approvals:**

Dean signature	Date
Executive Vice President and Provost signature	Date

**Please notify:**

Matt Hammond, Assistant Director of Business Affairs  
Office of the Executive Vice President and Provost  
[mahammon@vt.edu](mailto:mahammon@vt.edu)

of the outcome of this retention action, so any transfer of funds can be arranged in a timely manner.

**FOR PROVOST OFFICE USE**

Cost Share Amount (per yr) \_\_\_\_\_

Cost Share Start Date \_\_\_\_\_

Cost Share Term \_\_\_\_\_