

University of North Texas Best Practices for Counter Offers

A counter offer may be extended to retain a top faculty member at the University of North Texas (UNT) when there is a risk of losing that faculty member to another institution, and his or her loss would have a highly significant impact upon his or her department(s). The practice of counter offers should be a rare and unusual occurrence. In fact, the practice of garnering a counter offer should be so infrequent that a faculty member will not receive a counter offer more than two times during his or her time at the university and no more than once within a three year window.

For consideration of a counter offer:

- The faculty member must be critical to the needs of the department and/or the faculty member must be important to the diversity of the department.
- The performance of the faculty member from both PAC annual reviews and the department chair's assessment will be gauged relative to the performance of others in the department.
- Overall resources invested in the faculty member in relationship to the return the faculty member has provided on the investment (and potential return on investment) should be considered.

The request for consideration of a counter offer should be provided to the dean by the department chair, addressing the criteria for consideration. Any merit inequities that would result and how (and when) those would be resolved must be addressed. All requests should be forwarded to the Provost and Vice President for Academic Affairs for final approval.

**VPAA Form
Counteroffer Request Form**

Name _____ Department _____

Rank _____ Years in Rank _____ College/School _____

Current salary _____ Base _____ (9/12 month)

Proposed increase _____ Proposed new base _____

Any additional components requested for the counteroffer?

Has the candidate previously received a counteroffer increase at UNT?

If yes, date(s) _____ Amount of increase _____

What institution is making the offer that UNT will counter? (Attach a signed letter or email on institutional letterhead.)

Department Comments/Recommendations:

<p>How does the proposed counteroffer impact others, particularly those with similar rank and similar salaries?</p> <p>How is the retention of this faculty member related to the goals and reputation of the unit?</p>

I recommend a counteroffer be made to the employee. Yes ___ No ___
Signature of Chairperson/Supervisor: _____ Date: _____

College Comments/Recommendations:

How and when will any inequities that may arise from this counteroffer be addressed?

I recommend a counteroffer be made to the employee. Yes ___ No___
Explanation if disapproved:

Signature of Dean: _____ Date: _____

Academic Affairs:

I recommend a counteroffer be made to the employee. Yes ___ No___
Explanation if disapproved:

Signature of Provost: _____ Date: _____

Original to VPAA: Copies to Dean, Chair/Supervisor, and faculty member.