

[DATE]

Dr. Valerie Kuenhe, VP Academic & Provost
University of Victoria
ASB A265
3800 Finnerty Road
Victoria, BC, V8P 5C2

Dear Dr. Kuenhe,

RE: Merit Reconsideration

I request that you reconsider my salary adjustment, as set out in my Salary Notice, which I received on *[DATE NOTICE RECEIVED]*, pursuant to Section 63.31 of the Collective Agreement between the University of Victoria and the University of Victoria Faculty Association.

I request a review on the grounds that your office has accepted the evaluation and recommendations of *[CHAIR/DIRECTOR NAME AND TITLE, AS APPLICABLE]*, and *[DEAN NAME AND TITLE]*. I respectfully submit that the results of my most recent salary adjustment evaluation are unreasonable given my performance during the evaluation period.

I have been *[RANK]* with *[UNIT]* since *[DATE OF APPOINTMENT OR PROMOTION]*. The period of my most recent performance evaluation was from January 1, 2012 to December 31, 2015. During that time I took a period of *[INSERT LEAVE TYPE, IF APPLICABLE]* from *[DATES OF LEAVE]*.

The departmental evaluation process resulted in a recommendation that I receive *[X]* MIs, as indicated in my Salary Notice, which I received on *[DATE NOTICE RECEIVED]*.

[INSERT OTHER FACTS, AS APPROPRIATE. THESE MAY INCLUDE INFORMATION REGARDING SPECIAL CIRCUMSTANCES OF YOUR APPOINTMENT, REQUESTS YOU HAVE MADE FOR INFORMATION FROM THE CHAIR AND/OR DEAN, AND OTHER FACTORS THAT ARE RELEVANT TO THE EVALUATION PROCESS]

I believe the results of my evaluation are unreasonable, given my overall performance during the evaluation period. *[EXPLAIN DETAILS HERE]*

I therefore request that the Office of the Vice-President Academic and Provost review the salary recommendations of the Chair and Dean, and revise my salary adjustment accordingly.

Sincerely,