

# SSAs for Merit, Equity, and Market

VC receives SSA and sends a copy to UHPA and Division Chair (DC)

VC reviews and sends recommendation via Action Memo to Chancellor

President to review, consult with UHPA and approve/deny action

SSA Submission can be made to Vice Chancellor (VC)



45 calendar days to send to UHPA and DC



45 calendar days for VC review



45 calendar days for Pres review



45 calendar days for faculty review

If received during on-duty period: VC sends to DC and Faculty for Dept/Div review, comments and vote; If received during off-duty period: VC sends request on on-duty date; Faculty recommendations sent to VC



45 calendar days for Chancellor review

Chancellor to review and sends recommendation to President



President to send completed request form to Chancellor. Chancellor will send to VC & HR. VC will notify Member

Requests submitted between 2/16-11/15 shall be completed no later than the end of the following Spring Semester  
 Requests submitted between 11/15-2/15 shall be completed no later than the end of the following Fall Semester

UHWO  
8/26/22

Layout  
courtesy  
of UHM

# SSAs for Retention

VC receives SSA and sends a copy to UHPA and Division Chair (DC)

VC reviews and sends recommendation via Action Memo to Chancellor

President to review, consult with UHPA and approve/deny action

SSA Submission can be made to Vice Chancellor (VC)



10 calendar days to notify UHPA



5 calendar days for VC review



5 working days for Pres review



5 **WORKING** days for faculty review



5 calendar days for Chancellor review



DC and Faculty for Dept/Div review, comments and vote; then recommendations sent to VC

Chancellor to review and sends recommendation to President

President to send completed request form to Chancellor. Chancellor will send to VC and HR. VC will notify Faculty Member

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of UHM