Virginia Commonwealth University

Recommendation for Off-Cycle Faculty Bonus Award

This form provides a means to justify and seek approval for an off-cycle faculty bonus award.[1]

FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)	V-ID Number*	POSITION #

SCHOOL / UNIT	DEPARTMENT

AMOUNT OF BONUS AWARD[2]	ANNUAL BASE SALARY	BONUS AS PERCENT OF SALARY	ACCOUNT CODE[3]
$	$	%	

JUSTIFICATION (*see Faculty Bonus Award Policy and School/Unit Faculty Bonus Award Plan)*

☐ **Approved** ☐ **Disapproved**

Signature of Dean or Unit Head — Date

☐ **Approved** ☐ **Disapproved**

Signature of Vice President — Date

☐ **Approved** ☐ **Disapproved**

Signature of President — Date

Effective Date of Award: Bonus award will be disbursed subsequent to the Board of Visitors' approval.
Date of Board of Visitor Approval:_____
Faculty bonus award distribution selection:
☐ Cash distribution or
☐ Deferred (attach completed Salary Reduction Agreement available at http://www.hr.vcu.edu/forms/SRA.pdf)

[1] Off-cycle bonus awards are those not coinciding with the University's salary administration process for faculty salary increases, which are normally effective November 25.

[2] Tax-deferring the bonus depends on the faculty member's previous Tax-Deferred Annuity (TDA) contributions or the timing of the off-cycle bonus.

[3] Funding for bonus awards must come from personal services budget funds and not from operating items, such as equipment, supplies, and travel.

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INITIALS	DATE

* Contact the faculty member's Personnel Administrator for the V-ID number.