**(Intro)**

I am requesting an IRP of XX% for <your name>, <classification/job title> (followed by one of these scenarios).

**(Increased workload)**

The scope of work within my duties have increased significantly during the last <TIMEPERIOD>. I was originally hired to do <TASK/RESPONSIBILITY> and <TASK/RESPONSIBILITY>. This included handling <TASK/RESPONSIBILITY> as well as <TASK/RESPONSIBILITY> and <TASK/RESPONSIBILITY>.

In order to provide greater customer service, meet deadlines and complete tasks and/or responsibilities left by attrition, my work was expanded to include <NEWTASK/RESPONSIBILITY> and <NEWTASK/RESPONSIBILITY>. Much of this is because of college/departmental reorganization/growth, trained new employees, asked/served on search committees, deal with an ever-growing department (include stats showing how much the department you support grew in the last X years, etc.

This <NEWTASK/RESPONSIBILITY> is a critical role in the department of <my department name> because <reason role is critical>. This role also requires knowledge of <technical things, laws, rules, mandates, etc…>.

**(Assigned application of enhanced skills)**

I have expanded my skills over the last <TIME PERIOD> (*remember, an IRP is not limited to the past year like a review is, feel free to name trainings taken in the past 2 or 3 years*). I attended/learned on my own <TRAINING, CLASS, BOOK, WEBSITE, ETC…> and these new <SKILLS, KNOWLEDGE> allowed me to increase my areas of responsibility regarding <INCREASED AREA OF RESPONSIBILITY>. My increased skills have also allowed me to <OTHER NEW RESPONSIBILITIES ASSUMED, TASK YOU NOW COMPLETE THAT YOU LEARNED THROUGH TRAINING, ETC…> These new skills have made me of increased value to my department as well as more marketable in general.

**(Equity)**

A quick analysis of my salary shows: (pick from these or write your own)

* The average salary for my classification is X and I am Y% below that average.
* The average salary of others in my classification that started around the same time I did is X and my salary is Y% below that
* The average salary for my classification is X and my salary is Y% lower than average. Moreover, the average salary at CSUSM is F% lower than the CSU average.

 **(Performance)**

I have performed and continue to perform my job exceedingly well. In my last <EVALUATION, 2 EVALUATIONS, etc…> I scored “exceeds expectations” in <# OF CATAGORIES> and it was noted that I <exhibit fantastic problem solving/organizing/ skills, make excellent recommendations/always follow through, am extremely thorough/dependable/trustworthy/reliable, have excellent working relationships with coworkers and those in other departments, exhibit excellent customer service skills/ handle added responsibility in a superlative manner/ display leadership qualities/ acts as a leader in my functional group or area/ take initiative… > (use any and all that apply, add/subtract to/from this list as necessary. Feel free to add to this list!). Further, I have been awarded <AWARD NAME> (list any applicable awards) Also, I have received <#> thank you emails from <INDIVIDUALS/ GROUPS/ DEPARTMENTS/ MANAGERS/ DEANS> for <EXTRA TASK/ ADDED RESPONSIBILITY/ PROJECT/ VOLUNTEER WORK>

**(Retention)**

I am requesting an IRP for the purpose of retention. Currently,

* Coworkers <NAME, NAME> recently left the University for a position outside the university. <Name of person who recently left> was making X at Cal State San Marcos, but found a position at <NEW PLACE OF EMPLOYMENT> making Y.
* I am currently seeking positions outside of the university. Positions I am applying for include <example job posting> and are X% above my current salary.
* I was offered a position outside the university. The position is similar to the position I hold at CSUSM, however the salary is X% more. I am asking for X% so that my current salary more closely matches the salary I have been offered.
* I am currently seeking employment at another CSU in my same classification. While the job would be almost exactly the same, <OTHER CSU’s> salary for my classification is X% higher.