

## POLICY ON MARKET/EQUITY SALARY INCREASES

### **Annotated to comply with Article 31, section 31.23 of the Collective Bargaining Agreement in effect as of July 25, 2006**

The Provost and Vice President for Academic Affairs (hereinafter Provost) may grant up to five (5) steps on the current pay schedule to a probationary or tenured faculty member to address market or equity considerations. Such exceptional step increases shall not be bound by the eight (8) service step increases that a faculty member is eligible for upon appointment or promotion.

**NOTE: Salary steps no longer apply under the current Collective Bargaining Agreement.**

A Market/Equity Salary Increase shall be in the form of a permanent increase in the base salary of the recipient in one or more steps on the current salary schedule.

#### **I. ELIGIBILITY**

All probationary and tenured faculty members are eligible to apply for and receive a Market/Equity Salary Step Increase. The Provost is limited to granting adjustments to no more than one percent (1%) of the full-time equivalent faculty in any academic year.

No individual is eligible to apply for a Market/Equity Salary Step Increase after placement on the highest step of the current salary schedule.<sup>1</sup>

**NOTE: The 1% limitation and the highest salary step limitation no longer apply under the current Collective Bargaining Agreement.**

#### **II. PROCEDURES**

##### **A) Applications**

1. Applications for a Market Salary Step Increase or an Equity Salary Step Increase must be submitted by the individual applicant to the Department Chair and the Provost on the form provided by the University for this purpose.

**NOTE: For the 2006 cycle, we ask that faculty submit the original and one copy of the completed application to Academic Personnel Services (instead of to the Department Chair). APS will collect, track, and distribute the applications to ensure that the review process flows in a timely and orderly manner.**

2. Applications for market-based salary step increases shall be accompanied by (1) documentation supporting the market-based salary lag or (2) evidence of a bona-fide offer of employment (i.e. a written contract offer) from another accredited college or university.

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<sup>1</sup> This provision will not affect any faculty member during the 1995-96 academic year.

3. Applications for equity-based step increases shall be accompanied by some documentation supporting the equity salary lag.

### **B) General Guidelines**

The following are the general procedures that apply to the entire process.

1. The Chair of the Department Review Committee and the Chair of the Department are responsible to assure that the procedures are followed.
2. All deliberations related to recommendations regarding Market/Equity Salary Step Increases shall be conducted in executive session and remain confidential. **Violations of this confidentiality is considered to be unprofessional conduct and grounds for disciplinary action.**
3. An individual may withdraw an application for a Market/Equity Salary Step Increase at any time during the process.

### **C) Review Procedures**

1. Each Department<sup>2</sup> shall **ELECT** a review committee of at least three (3) tenured faculty members to make recommendations on applications for Market/Equity Salary Step Increases OR the tenured members of the Department may function as a committee of the whole. The Department Chair may not be a member of this review committee or participate in its deliberations. The recommendation of the Department Review Committee is the recommendation of the Department.
2. An applicant for a Market/Equity Salary Step Increase shall not be eligible to participate as a member of the Department Review Committee.
3. The Department Review Committee shall forward a written recommendation (either positive or negative) on each applicant with all supporting documentation and the Department's assessment to the Department Chair. A positive recommendation shall include a recommendation on the number of Market/Equity Salary Steps the department feels should be awarded. There shall be no ranking of applications.

**NOTE: Since salary steps no longer apply, the Department Review Committee should recommend a dollar amount.**

4. If a department faculty does not assess an application and make a recommendation by the established deadline to do so, the application shall be considered by the Department Chair. Applications which move forward without a recommendation from the department committee shall be deemed to have received a negative recommendation.
5. The Department Chair shall review separately all the applications and recommendations. The Department Chair shall forward an independent written

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<sup>2</sup> "Department" means "program" and "chair" means "program coordinator" in programs recognized for this purpose by the Provost. For purposes of this policy, "department" also means the Library faculty and the Counselor faculty as separate groups.

assessment and recommendation, either positive or negative, on each applicant. The Department Chair shall forward the recommendation of the department committee and the Chair's recommendation with all supporting documentation to the School Dean. A positive recommendation shall include a recommendation on the number of Market/Equity Salary Steps the Department Chair feels should be awarded. There shall be no ranking of applications.

**NOTE: Since salary steps no longer apply, the Department Chair should recommend a dollar amount.**

6. If a Department Chair does not assess an application and does not make an independent recommendation by the established deadline to do so, the application shall be considered by the Dean without the Chair's recommendation. Applications which move forward without a recommendation from the Department Chair shall be deemed to have received a negative recommendation.
  7. The School Dean<sup>3</sup> shall review separately all the applications and recommendations. The Dean shall make an independent written assessment and recommendation, either positive or negative, on each applicant. The Dean shall forward the recommendation of the department committee, the recommendation of the Department Chair and the Dean's recommendation with all supporting documentation to the Provost. A positive recommendation shall include a recommendation on the number of Market/Equity Salary Steps the Dean feels should be awarded. There shall be no ranking of applications.
- NOTE: Since salary steps no longer apply, the Dean should recommend a dollar amount.**
8. At the time the Dean forwards all the recommendations to the Provost, the Dean shall also forward a copy of all recommendations to the applicant.
  9. If the Dean does not assess an application and make a recommendation by the established deadline to do so, the application shall be considered by the Provost without the Dean's recommendation. Applications which move forward without a recommendation from the Dean shall be deemed to have received a negative recommendation.
  10. If the applicant has received a negative recommendation from either the department review committee, the Department Chair, or the Dean, the applicant may submit a written rebuttal, not to exceed five (5) pages, to the Provost no later than seven (7) days after receiving a copy of the recommendations.
  11. The Provost shall review the applications, and all the assessments/recommendations and written rebuttals, if any, and make a final determination regarding the award of Market/Equity Salary Step Increase(s).
  12. The Provost shall notify each applicant, in writing, of the final determination to award or deny a Market/Equity Salary Step Increase. The Provost shall also inform successful applicants of the number of Market/Equity Salary Step

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<sup>3</sup> School Dean also means the Dean of Library Services for Library faculty and the Dean of Students for Counselor faculty.

Increases the applicant will receive.

13. The decision to grant or deny a Market/Equity Salary Step Increase shall not be considered during deliberations regarding the granting of reappointment, promotion, or tenure.
14. The decision to grant an exceptional market or equity step adjustment and the number of steps to be granted shall not be subject to the grievance procedure.

**NOTE: In accordance with paragraphs II.C.4, II.C.6, and II.C.9, the following deadlines apply:**

September 15, 2006 (5 pm)	Deadline for faculty to submit application for equity increase to Academic Personnel Services for transmittal to Department Chairs
October 13, 2006 (5 pm)	Deadline for Department Review Committee to forward recommendations to Department Chair
October 20, 2006 (5 pm)	Deadline for Department Chair to forward recommendations to Dean
November 3, 2006 (5 pm)	Deadline for Dean to forward recommendations to Provost, and to provide copies of recommendations at all levels to applicants
December 15, 2006 (5 pm)	Provost mails notice of decision to each applicant on or about this date.

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Approved by the Academic Senate  
 Approved by the President  
**Annotated to comply with CBA**

March 1996  
 April 1996  
**July 2006**