

College of Journalism and Communications

Salary Equity Review Procedures & Criteria

This document defines the procedures and criteria for salary equity reviews for faculty members in the College of Journalism and Communications. Pursuant to the Bylaws of the Constitution of the College of Journalism and Communications, the Salary Equity Committee: manages the process for salary equity reviews; creates and reviews criteria for such reviews; and reviews applicants who request such reviews in an advisory capacity for the Dean. The basis for such requests and reviews is Article 27.5 of the Faculty Collective Bargaining Agreement which allows the Board of Trustees “in appropriate circumstances [to] adjust the salary of a bargaining unit member for merit, market equity adjustments, verified counteroffers, salary compression/inversion, increased duties and responsibilities, special achievements, and similar special circumstances.” Faculty members are encouraged to review the most recent version of Article 27.5 before preparing a request for a salary equity review.

I. ***Timing of Requests:*** Faculty members in the College of Journalism and Communications who are part of the UFF collective bargaining unit may request a salary equity review on or before October 1 of Fall Semester. Due to fiscal realities and timing constraints, faculty members are strongly encouraged to file requests as early as possible during Fall Semester, but

must do so no later than October 1. Requests submitted after October 1 will not be considered until the following Fall Semester. The time period between the last day of Fall Semester classes and the first day of Spring Semester classes does not count for the various waiting times between the steps described later in this document.

II. *To Whom Requests are Made:* Requests for salary equity reviews must be made in writing and submitted via e-mail in PDF format to the requesting faculty member's direct supervisor. In the case of most faculty members in the College of Journalism and Communications, the direct supervisor is the requesting faculty member's department chair.

III. *Materials That Must be Submitted with Request:* All of the following materials must be submitted via email in PDF format by the requesting faculty member to his or her direct supervisor when making a request for a salary equity review. A request that does not include all of the following materials will be considered incomplete and will not be acted upon. These materials are collectively referred to in this document as the "Equity Review Packet":

1) **Cover Sheet:** The Equity Review Packet must include a completed Salary Equity Review Cover Sheet (hereinafter "Cover Sheet"). The Cover Sheet must appear as the first page of the Equity Review Packet submitted

by a requesting faculty member, and all aspects of the Cover Sheet identified under the heading “To Be Completed by Requesting Faculty Member” must be completed by the requesting faculty member. The remaining portions of the Cover Sheet are to be completed by others involved in the review process as it progresses;

2) **Narrative:** The Equity Review Packet must include a typed, double-spaced narrative, consisting of no more 750 words, that sets forth the specific reasons, arguments and rationales for why the faculty member believes a salary equity adjustment is justified. Among other things, the narrative must: a) include statements demonstrating the faculty member’s productivity and accomplishments in the areas of teaching, research and service; b) set forth what the requesting faculty member believes is the most appropriate comparison salary in the most recent data provided by the Oklahoma State University Salary survey, University of Florida salary data, and/or other appropriate salary comparison documentations; and 3) identify which of the reason or reasons set forth in the current version of Article 27.5 of the Faculty Collective Bargaining Agreement – namely, “for merit, market equity adjustments, verified counteroffers, salary compression/inversion, increased duties and responsibilities, special achievements, and similar special circumstance” – apply to the request.

3) **Curriculum Vita:** The Equity Review Packet must include a current copy of the requesting faculty member’s curriculum vita that

evidences productivity and accomplishments in the areas of teaching, research and service.

4) **Annual Evaluations:** The Equity Review Packet must include the requesting faculty member's four (4) most recent annual evaluations completed by his or her direct supervisor. If the requesting faculty member has been a member of the faculty in the College of Journalism and Communications for fewer than four (4) years, then he or she must supply all annual evaluations completed by his or her direct supervisor in the College of Journalism and Communications.

5) **Verified Counteroffer:** In the event a request is made based in part or entirely upon a verified counteroffer from another institution, then the Equity Review Packet must also include a copy of the verified counteroffer. It is recognized that a faculty a member may, due to timing considerations and constraints, directly and independently approach the Dean of the College of Journalism and Communications regarding a verified counteroffer without going through the Salary Equity Review procedures and criteria established here.

In addition to each of the abovementioned required documents, requesting faculty members may – but are not required to – submit additional supporting materials in the Equity Review Packet not to exceed a total of five

(5) additional pages. Additional pages beyond a total of five (5) will not be considered in the review process.

IV. Deadline for Direct Supervisor to Provide Equity Review Packets to the Relevant Departmental Salary Equity Committee: Within 10 calendar days of receipt of a faculty member's Equity Review Packet, the direct supervisor must notify all members of the relevant departmental salary equity committee by e-mail of the faculty member's request and simultaneously provide each member of the relevant departmental salary equity committee, in his or her official mail slot in Weimer Hall, with a true and accurate copy of the Equity Review Packet that was submitted by the faculty member.

V. Meeting of Relevant Departmental Salary Equity Committee to Make Advisory Recommendations to the Direct Supervisor, and Meeting Between Departmental Salary Equity Committee and Direct Supervisor: Within 20 calendar days of receiving copies of a faculty member's Equity Review Packet from the faculty member's direct supervisor, the members of the relevant departmental salary equity committee must meet to discuss the request with the intent of providing oral advice and recommendation back to the direct supervisor. The oral advice and recommendation must then be supplied by the relevant departmental salary

committee back to the direct supervisor at a meeting to occur not more than 15 calendar days after the departmental salary equity committee's own meeting to discuss the request. The procedures and criteria for, as well as the membership of, the departmental salary equity review committees are to be established by each department and should take into account the deadlines established in this document.

VI. *Deadline for the Direct Supervisor to Provide to the College's Salary Equity Committee Equity Review Packets and to Meet with the College's Salary Equity Committee:* Within 10 calendar days of meeting with the relevant departmental salary equity committee, the requesting faculty member's direct supervisor must notify all members of the College's Salary Equity Review Committee by e-mail of the faculty member's request and simultaneously provide each member of the College's Salary Equity Review Committee, in his or her official mail slot in Weimer Hall, with a true and accurate copy of the Equity Review Packet that was submitted by the faculty member. No later than 15 days after supplying this material, the direct supervisor must meet with the members of the College's Salary Equity Review Committee to provide his or her oral advice and recommendation regarding the faculty member's request. It is the responsibility of the direct supervisor to contact the chair of the College's Salary Equity Committee at

the same time the direct supervisor provides the members of the Salary Equity Committee with the Equity Review Packet to schedule this meeting.

VII. *Meeting of Salary Equity Committee to Consider and Determine Advice and Recommendation for the Dean:* Within 20 calendar days of meeting with the requesting faculty member's direct supervisor to hear his or her advice and recommendation, the members of the Salary Equity Committee must meet to discuss the request with the intent of determining advice and recommendation to provide to the Dean. Members of the College's Salary Equity Committee who cannot be physically present at this meeting may participate via telephone or live computer interface.

VIII. *Criteria to be Considered by Salary Equity Committee in Making Advisory Recommendation:* In providing advice and recommendation to the Dean of the College of Journalism and Communications, the Salary Equity Committee must consider: a) the requesting faculty member's Equity Review Packet; b) the advice and recommendation of the requesting faculty member's direct supervisor; c) the terms of the most current version of Article 27.5 of the Faculty Collective Bargaining Agreement; and d) the availability of funds in accord with the most current version Article 27.5 (a) of the Faculty Collective Bargaining Agreement.

IX. *Advisory Recommendation and Deadline for Advisory*

Recommendation: Within 15 calendar days of meeting to discuss the request with the intent of providing advice and recommendation to the Dean, the members of the College's Salary Equity Committee shall meet with the Dean to provide and to explain their oral advice and recommendation on a faculty member's request.

X. *Decision by the Dean:* Within 10 calendar days of meeting with the

College's Salary Equity Committee to receive advice and recommendation on a faculty member's request, the Dean shall make his or her decision and communicate it in writing directly to the requesting faculty member. If not satisfied with the response from the Dean, the requesting faculty member may request a review through the Office of the Provost. The Office of the Provost will review the Dean's decision and make a decision regarding the request. The decision of the Office of the Provost will be communicated to the faculty member and will be the final decision.

XI. *Future Requests by Faculty Members Awarded a Salary*

Adjustment: A faculty member who is awarded any level of salary adjustment pursuant to the processes and criteria defined here must wait three (3) academic years before filing a new request.

XII. *Future Requests by Faculty Members Denied a Salary Adjustment:*

A faculty member who receives no salary adjustment after completing all of the processes and procedures set forth here may file a new request during the Fall Semester of the next academic year.