

January 18, 2007

To: Chairs and Directors, CLAS
Fr: Interim Dean Joe Glover
Re: CLAS Process for Market Equity Reviews

The University Administration and the United Faculty of Florida have agreed that a faculty member covered under the collective bargaining agreement may formally request a market equity review. This agreement codifies long-standing informal practices at UF.

There is no set-aside of special funds for this purpose. Any funds for making such salary adjustments must come from the college budget, as do other special pay increases. Consequently, the funds available for this purpose are extremely limited. Departments/Centers and the Dean will base decisions on the merit of each case, the priority accorded to each case, and on the availability of funds. Recommendations for market equity adjustments must be approved by the Provost's Office.

CLAS Process for Market Equity Review requests

- An individual faculty member may make a request at any time to the Department Chair or Center Director to conduct a market equity salary review. This request must be in writing and the following materials must accompany the request:
 - Market Equity cover sheet (enclosed)
 - A two page (maximum) statement providing a rationale for the equity adjustment
 - A current CV
 - Annual letters of evaluation for the past five years
 - The section of the Oklahoma Salary Study pertinent to the department (available in the Department Office).
 - Other supporting documentation
- The Chair/Director will assign the review to the appropriate Department/Center committee, such as an executive committee or merit pay committee. The committee will compare the faculty member's salary with the Oklahoma State University Salary Survey and consider such factors as the faculty member's productivity, retention risk because of the "marketability" of faculty members, and value to the Department/Center mission and goals in developing a recommendation. That recommendation will include a rationale for an adjustment and may also include a recommendation for the amount of increase. The committee's recommendations will be sent to the Chair/Director.
- The Chair/Director will evaluate the recommendation in the context of all Department/Center priorities and formulate a recommendation. If the Chair/Director recommends a market equity adjustment, the recommendation will be forwarded to the Dean with all supporting documentation. If the Chair/Director recommends no market equity adjustment at this time, that recommendation will be communicated to the faculty member.
- Recommendations for award of a market equity adjustment should be forwarded to the Dean twice each academic year, once by September 30th and a second time by January 31st.

- If the faculty member is not satisfied with the Chair/Director recommendation/decision, the faculty member can request a review by the Dean by submitting a written request no later than October 10th or February 10th. The request can include a rebuttal of the Chair/Director recommendation/decision, not to exceed five pages in length.
- Once the Chair/Director communicates recommendations for market equity awards, the Dean and representatives of the College Office will review all documentation, the merit of the recommendation and the availability of funding. Similarly, the Dean will review faculty appeals of Chair/Director decisions, along with all documentation. The Dean's decision will be communicated to the faculty member.
- If not satisfied with the response from the Dean, the 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.
- Time-line
 - Request by faculty member to Department/Center: any time during the year
 - September 30: Department/Center requests due in Office of the Dean; Faculty members receive notice of Department/Center recommendations/decisions
 - October 10: Faculty may request review by Dean if not satisfied with Chair/Director recommendation/decision
 - October 30: Dean's office decision communicated to Department/Center
 - January 31: Department/Center requests due in Office of the Dean;
 - February 10: Faculty may request review by Dean if not satisfied with Chair/Director recommendation/decision
 - February 28: Dean's office decision communicated to Department/Center

Chairs and Directors process

- Chairs and directors of interdisciplinary programs will be reviewed in the College Office under the same timetable as academic faculty.
- The same materials are to be assembled by the Chair/Director and transmitted to the Dean's office without review at the Department level.
- Directors whose Centers and Programs are under the direction of Chairs will be reviewed in Departments.

Market Equity for Spring 2007 semester ONLY:

- January-February: Department/Center review of requests. Departments/Centers set a date for receiving requests within this timeframe.
- March 1 – Faculty members receive notice of Department/Center recommendations/decision. Department/Center recommendations due in Office of the Dean
- March 10 – Faculty may request review by Dean if not satisfied with Chair/Director recommendation/decision

REQUEST FOR MARKET EQUITY REVIEW, CLAS

Name: _____ Date: _____

UF ID: _____

Department: _____

Affiliate/joint appointments: _____

Rank: _____

Five Year Salary History. (Specify if 9 month or 12 month):

Current Salary: _____

Year -1 _____

Year -2 _____

Year -3 _____

Year -4 _____

To be filled out by Academic Department/Center

Date received: _____

Recommendation of Department committee _____

Date forwarded to Office of the Dean _____

Decision/Recommendation of Dean _____

Date forwarded to Office of the Provost: _____