

September 25, 2009

To: Chairs and Directors, CLAS

From: Paul D'Anieri, Dean

Re: CLAS Process for Market Equity Reviews

The following Market Equity procedures are to be used for the current academic year. Please note that the due date for applications from departments for review in the 2009-2010 academic year is **November 2, 2009**. In addition, there will *not* be a formal review with a due date in the Spring 2010 semester; therefore, all faculty members wishing to be considered in this academic year are urged to apply according to the timeline below.

Any funds for making such salary adjustments must come from the college budget, as do other special pay increases. The college expects to put significant funding into the program this year, although the final amount will depend on the availability of funds and the outcome of the individual reviews. 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 Office of the Provost.

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
(<http://www.clas.ufl.edu/forms/market-equity-review-coversheet.pdf>)
 - 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 08-09 Oklahoma Salary Study pertinent to the department (available in the department office; departments can get the tables from the college 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. In developing a recommendation, the committee will compare the faculty member's salary to the 08-09 Oklahoma State University Salary Survey and assess the extent to which any divergence from the mean is due to factors such as research productivity, service contributions, teaching skill, seniority, marketability, and value to the unit's mission and goals. 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.

- 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. In cases where the Chair/Director recommends adjustments to the salaries of more than one faculty member, the Chair/Director will provide a prioritized list to the Dean. Recommendations for award of a market equity adjustment should be forwarded to the Dean by November 2, 2009.
- If the faculty member is not satisfied with the Chair/Director recommendation, the faculty member can request a review by the Dean by submitting a written request no later than November 20, 2009. The request can include a rebuttal of the Chair/Director recommendation/decision, not to exceed three pages in length.
- After the Chair/Director communicates recommendations for market equity awards, the Dean and divisional Associate Deans of the college 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.
- Timeline:
 - Request by faculty member to Department/Center: any time during the year
 - November 2, 2009: Department/Center requests due in Office of the Dean; Faculty members receive notice of Department/Center recommendations/decisions
 - November 20, 2009: Faculty may request review by Dean if not satisfied with Chair/Director recommendation/decision
 - February 5, 2010: Dean's office decision communicated to Provost and to Department/Center
 - Any market equity increases approved by the Provost will be effective before June 30, 2010.

Chairs and Directors process

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

This Memorandum can also be found at: www.clas.ufl.edu/dean/memos

The cover page for the application packet can be found as a PDF with form fields at <http://www.clas.ufl.edu/forms/market-equity-review-coversheet.pdf>. This can be filled out in Acrobat or Acrobat Reader and printed (or saved as a new PDF file- Acrobat only).