



Associate Vice Chancellor for Faculty Affairs  
205 Regent Administrative Center, University of Colorado  
Boulder, CO 80309-0049  
303-492-5491, FAX 303-492-6402, email: gleeson@colorado.edu

**Salary Equity Appeals Committee  
Grievance Checklist & Timeline**  
(effective November 18, 1997)

To facilitate a prompt and comprehensive review of your salary grievance, we ask that your submission to the committee take the form listed below. Should you have any questions concerning the composition of your submission, please contact the Associate Vice Chancellor for Faculty Affairs at 492-5491.

**Grievance Contents**

1. A one page cover letter which requests review by the committee.
2. An enumerated list of the specific grievances for which the grievant is asking for resolution.  
(This list should not include grievances that were not originally addressed to the primary unit or first level review committee)
3. A list of findings that the grievant recommends that the SEAC make, indexed to each of the enumerated grievances in #2, above.
4. A chronology (time line) that orders the important events in the case by the dates on which they occurred. The purpose of this listing is to help the committee understand the time sequence of important events so that the committee may refer to the appropriate documents. It is not necessary to list the dates of every correspondence or other communication.
5. A copy of the grievant's FRPA forms, and annual merit evaluation forms, covering the period in question.
6. A complete CV.
7. Copies of the grievance addressed to the primary unit, the response of the primary unit, and important correspondence resulting from that grievance (in chronological order).
8. Copies of the first level appeal addressed to the appropriate college or school review committee, the response of the review committee, and important correspondence resulting from the first level appeal (in chronological order).
9. Any additional documentation which the grievant feels is relevant to the appeal.

Materials may be submitted to the

Salary Equity Appeals Committee  
Campus Box 49  
Regent Administrative Center 205  
University of Colorado  
Boulder, Co 80309-0049

## Salary Equity Appeals Timeline

The timeline for salary equity appeals is defined by the policy articulated in the 1995 memo from then Vice Chancellor Ekstrand.

- |              |  |
|--------------|--|
| September 15 | Deadline for grievances filed by faculty member to primary unit grievance committee. Grievant should consult the Salary Equity Appeals Committee checklist for hints on organizing their grievance materials.  |
| November 1   | Deadline for primary unit grievance committee to complete its evaluation of grievances filed by the September 15 deadline.   |
| November 15  | Deadline for grievant to appeal to appeal the primary unit committee's finding to the school or college grievance committee. In units where the primary unit is the school or college, November 15 is the deadline for appealing the the campus Salary Equity Appeals Committee. |
| January 1    | Deadline for school or college dean to complete the school or college review of the grievant's appeal.   |
| January 15   | If the grievant is not satisfied with the college or school response, January 15 is the deadline to appeal to the campus Salary Equity Appeals Committee.  |
| April 1      | Deadline for the campus Salary Equity Appeals Committee to complete its evaluation and issue a recommendation to the Provost.  |