

A&S Salary Equity Appeal Process

The University of Colorado Boulder College of Arts & Sciences (A&S) maintains a strong commitment to the principles of merit-based evaluation and salary equity. If inequities are identified, the cost of correcting the inequity is first and foremost the responsibility of the department/primary unit. If the salary inequity cannot be resolved at the unit level, then the case can be heard at the college.

If a regular A&S faculty member (TT or Teaching / Clinical Professor) has cause to petition that their current base salary is not equitable within their department/primary unit, then they have the right to file a grievance, following the guidelines of their department/primary unit and the campus “Academic Affairs Policy on Salary Equity” (AAPSE 2015): https://www.colorado.edu/facultyaffairs/sites/default/files/attached-files/salary_equity_policy_revision_2015_final.pdf

Whereas the AAPSE states:

- “The unit must devote up to half of its salary funds to the resolution of such inequalities if any have been identified. If inequalities cannot be fully resolved during the current year, the unit must submit with its recommended salary increases a plan for resolving the inequalities with future salary funds.”
- “The financial burden for addressing any inequities will be the responsibility of the primary unit.”
- “If salary increase recommendations are implemented pending an appeal and the appeal is ultimately successful, the appellant's salary will be adjusted during the next salary cycle as a charge against the unit's new funds for salary increases.”

If the department/primary unit agrees with the faculty member regarding a salary inequity, the unit will be expected to address the inequity in the next cycle in accordance with the AAPSE or submit a multi-year plan for addressing the inequity to the appropriate supervising administrator: Associate Dean (AD) or Dean of Division (DoD) or Dean of the College (DoC) of Arts and Sciences.

Salary equity appeals submitted by the faculty member for consideration by the primary unit must be filed in the fall for resolution during that academic year in accordance with the primary unit salary equity/grievance policy.

After the petition has been reviewed by the department/primary unit grievance committee, the committee must report their recommendations in writing to the chair/director of the unit and the petitioning faculty member, noting how the decision was determined, and the dollar amount they recommend for resolution of the salary inequity. The primary unit salary equity appeal process must be completed by December 1.

If the faculty member does not agree with the department/primary unit's salary recommendation OR the faculty member and the unit agree, but the unit is not able to address the issue within 3 years of the unit's merit pool (allocating up to 50% of their annual merit pool to address salary equity issues in each year), then the faculty member has the right to petition the College of Arts and Sciences using the process outlined below. All cases which meet all of the guidelines below by the deadline will be reviewed by the [ASFS Grievance Committee](#) which serves exclusively in an advisory and consultative capacity. Questions about the A&S Salary Equity Appeal Process can be directed to the A&S Associate Dean of Faculty Success (ADFS).

The following guidance from the ASFS Grievance Committee may be useful in filing an appeal to the College of A&S:

1. The AAPSE requires that departments/primary units commit up to 50% of their merit pool to addressing identified salary inequities (not 50% for each individual, but in total across all identified inequities).
2. AAPSE does not require adjusting salaries to predicted values from regression models. Rather, it requires that salaries do not “differ significantly” between similar faculty members in terms of years-since-highest-degree and merit.
3. Group compression is a not valid basis for a grievance per the AAPSE, rather grievances (and thus any response from the division) need to be grounded in individual merit considerations.

Requirements for Filing a Salary Equity Appeal to the College of A&S:

- A. Petitions should follow guidelines for submitting a Salary Equity Appeal as per AAPSE (2015).
- B. The department and faculty member must ensure that the petition dossier is updated to include information on total base salary expected as of the following January 31, as soon as that information becomes available, as well as any information on raises anticipated or which the faculty member expects to request in the next calendar year (e.g., associated with promotions or retention offers).
- C. The petition packet must include all materials listed below. Note that the chair/director is responsible for submitting materials under its purview in the appropriate time frame even if the department/primary unit disagrees with the faculty member’s appeal.
 1. Cover sheet with checklist confirming that all materials have been submitted and all procedures have been followed
 2. The original faculty petition letter to the department/primary unit
 3. A copy of the department/primary unit’s salary grievance process
 4. The response from the department/primary unit’s salary grievance committee, including a proposed payment plan if the issue cannot be resolved in one merit cycle
 5. A note from the chair/director indicating the average size of the department/primary unit’s annual merit pool in the last 5 years
 6. A note from the chair/director indicating the allocation of the merit pool in the current cycle across all faculty members (i.e., how the merit pool will be allocated as of the following January 31) and how much of the merit pool was dedicated to addressing salary inequities in the current cycle (Note: This may be included on the Department/Primary Unit Budget Sheet). Optional: Past Department/Primary Unit Budget Sheets may also be included.
 7. A copy of the department/primary unit’s merit criteria and assessment review procedure.
 8. Documentation of the department/primary unit’s salary equity evaluation (e.g., unit scatter plot of salary against years since PhD, career merit analysis, and accompanying narrative explaining any deviations for all faculty members from predicted association between career merit and faculty salary)
- D. Process for Filing a Salary Equity Appeal to the College of A&S:
 1. All petitions must be emailed to CAS-Faculty@colorado.edu as a single pdf and received by December 15 for review by the College of A&S.
 - a. Petitions that are incomplete or which do not comply with the guidelines in the A&S Salary Equity Appeal Process by the deadline will be returned to the petitioning faculty member and department without review and may be deferred until the next annual cycle.
 2. The ASFS Grievance Committees will make a recommendation in writing to the supervising administrator and the DoC by January 19, outlining their process to get to their decisions and the dollar amount they recommend for resolution of the salary inequity.
 3. The supervising administrator will make a final decision with the concurrence of the DoC with the following points in mind:

- a. In accordance with the AAPSE, the appellant's salary may be adjusted during the next salary cycle as a charge against the department/primary unit's new funds for salary increases.
- b. Decisions may take the form of cost-sharing between the home unit and the Division.
- c. Each department/primary unit must set aside up to 50% of their annual merit pool to handle retentions and other salary adjustments.
- d. Decisions can be multi-year schemes.
- e. Any changes will become effective at the beginning of the next fiscal year, July 1.
- f. If the DoD and the DoC disagree about the resolution of a petition, the other A&S DoDs will advise on the resolution of the disagreement to come to a final decision issued by the DoC.
- g. The final decision of the College of A&S will be communicated as a letter signed by the supervising administrator and the DoC to the petitioning faculty member and their chair/director by February 1.

If the petitioner is not satisfied with the response of the College of Arts and Sciences, the petitioner may appeal to the campus Salary Equity Appeals Committee no later than February 15. See Campus Salary Equity Appeals Committee (SEAC): <https://www.colorado.edu/about/strategic-initiatives/campus-committees/salary-equity-appeals-committee-seac>

SEAC will review any appeal regarding salary equity that has not been resolved at either the primary unit or college/school level. It makes a recommendation to the Provost. The Provost's Advisory Committee (PAC) hears particular grievances that have not been resolved at a lower level. The Provost's Grievance Procedure may be used only in one of the following special circumstances:

1. The grievant alleges that an action taken by their dean violates an applicable school or college policy
2. No applicable grievance policy exists at the department, school, college, or campus level
3. The grievant alleges that a grievance process employed at the department or school/college level was conducted improperly

By April 1, the campus Salary Equity Appeals Committee will submit its recommendations for all salary equity appeals to the Provost, who will make a final decision by no later than May 1.

A&S Salary Equity Appeal Petition Cover Sheet/Checklist

The department/primary unit's chair/director is responsible for submitting the appeal petition in the appropriate time frame – even if the unit disagrees with the faculty member's appeal. Petitions that do not comply with the A&S Salary Equity Appeal Process guidelines or are received late or incomplete will be returned to the unit and faculty member without review and may be deferred until the next annual cycle.

The below materials should be emailed to CAS-Faculty@colorado.edu as a single pdf packet by December 15 for consideration. Use this completed checklist as the packet's cover sheet.

- ____ 1. Completed cover sheet/checklist confirming all materials are included and procedures followed
- ____ 2. Original faculty petition letter to the unit
- ____ 3. Copy of unit's salary grievance process
- ____ 4. Response from unit's salary grievance committee, including proposed payment plan if issue cannot be resolved in one merit cycle
- ____ 5. Note from chair/director indicating average size of unit's annual merit pool in the last 5 years
- ____ 6. Note from chair/director indicating allocation of merit pool in current cycle across all faculty members (i.e., how merit pool will be allocated as of the following January 31) and how much of the merit pool was dedicated to addressing salary inequities in the current cycle. (*Note:* This may be included on the Unit Budget Sheet). *Optional:* Past Unit Budget Sheets may also be included.
- ____ 7. Copy of unit's merit criteria and assessment review procedure
- ____ 8. Documentation of unit's salary equity evaluation (e.g., unit scatter plot of salary against years since PhD, career merit analysis, and accompanying narrative explaining any deviations for faculty members from predicted association between career merit and faculty salary).

Check below to confirm:

____ Petition is updated to include information on total base salary expected as of January 31 of current academic year, as soon as that information becomes available, as well as any information on raises anticipated or which the faculty member expects to request in the forthcoming calendar year (e.g., promotions or retention offers).

____ Petition follows guidelines for submitting a Salary Equity Appeal, as per [University of Colorado Boulder Academic Affairs Policy on Salary Equity](#) (2015).

Check which of the following applies to this case:

____ Faculty member does not agree with unit's salary recommendation.

____ Faculty member and unit agree, but unit is unable to address issue within 3 years of the unit's merit pool (allocating up to 50% of their annual merit pool to address salary equity issues in each year).