

## Department of Physics Salary Equity Appeal Process

- A. Faculty members considering an appeal are encouraged to discuss the appeal process with the Chair and/or the Merit Evaluation Committee chair prior to or during appeal submission. A faculty member who wishes to file a salary equity appeal shall notify the Chair of the Department of Physics in writing of his or her salary equity appeal and the basis for a claim of inequity. Any written documentation in support of the claim should be included with the appeal.

A valid salary equity appeal must satisfy the following criteria:

1. The appeal must be based on total salary, not annual raises.
  2. The appeal may not be based on "Other Faculty" appointments (such as those associated with the Chair and Associate Chair positions). Only base salary is to be considered.
  3. The appeal must be based on a comparison between the salary of the appellant and the salaries of all other faculty members of comparable career merit in the same unit whose salaries are determined within the unit.
  4. The appellant should compare his or her salary to those of the unit as a whole. A higher salary paid to one faculty member may not form the basis of a salary equity appeal if the appellant is equitably paid in comparison to most other faculty members in the unit with comparable career merit. Nothing in this paragraph, however, should be interpreted as barring a salary equity appeal based on evidence of racial or gender bias within the unit.
  5. A difference in salaries between two faculty members in the same unit may not, in and of itself, form the basis for a salary equity appeal even if the two faculty members have been working in the unit for the same number of years.
  6. The salary equity appeal may not be based on a comparison with faculty members in other units.
  7. The salary equity appeal may not be based on a comparison with faculty members in the unit whose salaries are determined by a person or process outside of the unit's control.
  8. The salary equity appeal may not be based on individual salaries, salary ranges, or salary averages of another campus, another institution, AAU statistics, or other outside sources of comparison.
  9. The salary equity appeal may only request prospective relief, to be addressed when funds for salary increases are next available to the unit. Back pay, retroactive salary increases, or other kinds of remedies may not be requested or awarded as part of this process.
- B. The Chair will compose a Departmental Salary Equity Appeal Committee (DSEAC) consisting of three departmental faculty. DSEAC members may be drawn from the members of that years Merit Evaluation Committee (MEC). The Chair will provide the DSEAC with a

copy of all documentation submitted by the appellant. The DSEAC will not have the authority to award back pay, retroactive salary increases, or other kinds of remedies.

- C. The Chair will provide the members of the most recent MEC with a copy of all documentation submitted by the appellant. The MEC will be given an opportunity to respond, which must be in writing. This document will be given to the DSEAC.
- D. In considering the appeal, the DSEAC may request additional documentation from the appellant, the Chair, or the MEC (via the Chair). The committee may choose to interview the appellant, the Chair, and/or other faculty members but is not required to do so.
- E. The DSEAC will produce an evaluation in writing with a recommendation that is submitted to the MEC and the Chair. The response to the salary equity appeal will include an explanation of the recommendation.
- F. The Chair (as the person within the Department of Physics who carries the responsibility of making salary determinations) will consider the recommendation, may consult with the DSEAC, MEC, the Executive Committee of the Department of Physics and/or others, and will report to the appellant in writing a decision regarding the appeal.
- G. The appellant will be given copies of any documents submitted in response to the salary equity appeal.
- H. The written salary equity appeal, and the responses of the DSEAC, MEC, and Chair to the appeal will become a part of the personnel file of the appellant.
- I. The appellant may appeal the Department’s decision to the Dean. (See below for deadlines)
- J. Dates and deadlines for salary equity appeals (from the Academic Affairs Policy on Salary Equity, approved Spring 2015):
  1. Salary equity appeals submitted for consideration by the primary unit must be filed by September 15 for resolution during that academic year.
  2. The primary unit salary equity appeal process must be completed by November 1.
  3. If the appellant is not satisfied with the primary unit's response, he or she may appeal to the Dean no later than November 15.

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