

Annual Salary Discrimination Study Guidelines - Administrative Salary Review Process

November 22, 1996

Attachment (1 of 2) to [DDD Memorandum](#) from:

Academic Affairs

University of Florida

In the administrative salary analysis process, the salaries of female and minority employees are reviewed by appropriate administrators to ensure that existing significant salary differences are attributable to factors other than gender or race. The results of these administrative reviews (chair's or supervisor's, dean's or director's and vice president's) are reported through the appropriate administrative channels to the Provost. Individuals are notified on or before May 15th only if the Provost approves a salary adjustment under the provisions of the annual study.

FALL TERM

All female and minority faculty and A&P staff members are notified of the annual salary discrimination study.

ON OR BEFORE THE END OF NOVEMBER - CHAIR'S/SUPERVISOR'S REPORT TO DEAN/DIRECTOR

The chair or supervisor is responsible for conducting a review of all the salaries in the department or unit to determine if the significant salary deviation is attributable to gender or race.

In cases where salary reviews are requested in the self selection process but not subsequently recommended for salary adjustments, the appropriate administrator shall indicate in writing for each individual the factors, other than gender or race, to which the differences are attributable, with the appropriate documentation. The written notification and documentation to the self selection participant should be attached to the department or unit report.

ON OR BEFORE THE END OF DECEMBER - DEAN'S/DIRECTOR'S REPORT TO VICE PRESIDENT

The dean or director is responsible for conducting a review of the results of the salary review by the department or unit to determine if a significant salary deviation is attributable to gender or race.

The report of the results of the college's or unit's administrative review with the recommendation and the supporting documentation, including the department and unit reports shall be submitted to the appropriate vice president for review and recommendation in the attached format.

BY THE END OF FEBRUARY - VICE PRESIDENT'S REPORT TO THE PROVOST

The appropriate vice president is responsible for conducting a review of the results of the salary reviews by the colleges and units and reporting the results to the Provost in the reporting format required by the Chancellor's Memorandum.

ON OR BEFORE MAY 15TH - PROVOST'S REPORT TO BOARD OF REGENTS

The Provost will review the results and recommendations submitted by the deans or directors and vice presidents and will notify the identified individual if a salary discrimination adjustment recommended by a dean/director or vice president, or determined by the Provost is approved, with copies to the appropriate administrators.

The University's Salary Discrimination Study Report will be submitted to the Board of Regents via SUPERS.

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