

Annual Salary Discrimination Study Guidelines - Self-Selection Salary Review Process and Schedule

November 22, 1996

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

Academic Affairs

University of Florida

Faculty and A&P staff members who believe that the factors of race or gender may have adversely affected their salaries are encouraged to conduct a review of their current salaries to demonstrate how these factors have affected the salary decision. The self-selection process provides participants with the opportunity to refer the self-study for review at the dean or director's level, the vice president's level and, then to the Salary Discrimination Appeals Committee (SDAC), if desired. The Provost will notify the participants only if a salary adjustment is to be granted or, in the case of a self-study referred for review and action resulting from a review by the Salary Discrimination Appeals Committee Panel, of the decision either to grant or not grant a salary adjustment.

FALL TERM

Faculty and A&P staff members will be notified of the annual salary discrimination study.

It is recommended that an individual advise his/her chair or supervisor in writing if s/he plans to conduct a self-study so the administrator can assist in gathering the information the individual needs in order to conduct a self-study review. The administrator is asked to provide reasonable assistance to the individual, including providing copies of available documents requested, excluding those documents that are evaluative in nature and thereby protected from access under Article 11 of the Agreement and Section 240.253, Florida Statutes. In addition, the Office of Academic Affairs will provide salary analysis data upon written request from the chair or supervisor.

DEAN OR DIRECTOR'S REVIEW - NO LATER THAN THE END OF DECEMBER

If, after conducting a preliminary salary review, an individual decides to enter the self-selection process as a participant, s/he should then schedule a meeting to present the results of the completed study to the dean or director. The participant may be assisted by a colleague (or for in-unit faculty by a representative of UFF) at this and all subsequent meetings.

The dean or director, after meeting with the participant to review the self-study, will write the participant within 21 days following the meeting, whether a salary adjustment is recommended. If not, the dean or director must indicate the factors other than gender and race, to which differences are attributable.

VICE PRESIDENT'S REVIEW - NO LATER THAN THE END OF JANUARY

Participants who do not agree with the dean's or director's recommendation or who want to present their study to the next level for review and recommendation may refer the matter to the appropriate vice president with a copy of their study, the dean's or director's response, and the documentation which has been submitted to the dean or director for review.

Participants who referred the self study, with the appropriate documentation, to the vice president will be notified in writing of results and recommendations of the vice president's review within twenty-one (21) days of the receipt of the completed study, or as soon thereafter as possible, whether a salary adjustment is recommended.

SALARY DISCRIMINATION APPEAL COMMITTEE (SDAC) - NO LATER THAN THE END OF MARCH

Participants who do not agree with the recommendation of the vice president (and/or that of the dean/director) may

refer the matter to the Salary Discrimination Appeals Committee for review. The Salary Discrimination Appeals Committee (SDAC) Panel will schedule meetings as appropriate with self selection participants who have referred their studies for review. All parties involved in the review process shall be notified of the meeting and offered the opportunity to attend.

The results and recommendations of a SDAC Panel's review should be submitted to the participant (with copies to the Provost and to appropriate administrators, deans/directors and vice presidents) within twenty-one (21) days of the meeting, or as soon thereafter as possible.

SDAC'S REPORT TO PROVOST - NO LATER THAN THE END OF APRIL

The results and recommendations of the vice presidents and the SDAC are to be completed and submitted to the Provost with copies of the participant's self-study materials, the appropriate documentation presented at each level of the process, and with copies of the results and recommendations at each level of the administrative reviews.

The chair of each Salary Discrimination Appeals Panel will schedule a meeting with the Provost to review and discuss the results and recommendations of the Panel(s).

PROVOST REVIEW/REPORT TO BOARD OF REGENTS ON OR BEFORE MAY 15TH

The Provost will review the participant's self-study and the results and recommendations received from the reviews at the various administrative levels and from the appeal panels, including documentation submitted at each level of the process. The Provost will notify the self selection participants who are recommended for a salary adjustment and/or who referred studies to the SDAC in writing of the decision regarding their studies, with copies to the appropriate administrators.

The results of the University's Salary Discrimination Study Report will be submitted to the Board of Regents before May 15th.

If you need assistance or have any problems please do not hesitate to call the following resource persons:

- Dr. Jacquelyn Hart (2-6004), Asst. V.P. for Minority Affairs;
- Dr. Bill Summerhill (2-4777), for faculty and A&P staff members in IFAS;
- Dr. Robert Garrigues (2-2764), for faculty and A&P staff members in the Health Center;
- Dr. Catherine Longstreth at (2-1254) for faculty and A&P staff members in the E&G area; and
- Dr. Steve Wing (2-1213), for A&P staff members in non-academic units.

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