

Initiator Name:	_____
Email Address:	_____
Phone:	_____

SECTION 1: FACULTY INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
 Employee ID: _____ Date Appointed to Current Rank: _____

SECTION 2: POSITION INFORMATION

College/School: _____ Department: _____ Department Ph.: _____
 Faculty Title: _____ Department Chair Name: _____
 Current Academic Rate [\$]: _____ Total Amount Increase Proposed [\$]: _____ Proposed Academic Rate [\$]: _____

SECTION 3: ADJUSTMENT TYPE AND JUSTIFICATION

- Compression/Inversion [Include Attachment A]
 Gender Equity [Include Attachment A]
 Outstanding Performance/Productivity [Attach supporting documentation]
 Counteroffer/Retention [Attach Job Offer letter]

Justification for Proposed Adjustment

Please provide a detailed justification to support the proposed adjustment. In the justification you may need to consider the effect it will have on the individual and other faculty within the same department, discipline, and rank. Include additional attachments as needed.

Rationale for Proposed Amount

Provide an explanation/reasoning on how the proposed increase amount was determined. Include data, statistics, graphs, tables, and other appropriate information as necessary. Include additional attachments as needed.

SECTION 4: AUTHORIZATION

Submit form to the Office of the Provost for salary review. Include all applicable data to support the requested salary amount. Please allow up to two [2] weeks for processing.

Maximum Annual Rate Department Can Cover: _____ Additional Amount needed to cover equity request: _____
 [with existing funds]

_____ Department Chair (Print Name)	_____ Signature	_____ Date
_____ Dean (Print Name)	_____ Signature	_____ Date

SECTION 5: COMPENSATION DETERMINATION [Provost's Office]

SECTION 6: APPROVAL TO ADJUST FACULTY ACADEMIC RATE

* Equity Adjustment Approved Equity Adjustment Denied

Amount Justified by Data [\$] : _____

Provost (Print Name)

Signature

Date

Routing: Upon completion of this section, please forward to the Hiring Department.

**If equity adjustment is approved, it will be effective the month when request was submitted.*

GUIDELINES AND PROCEDURES

General Guidelines for Equity Adjustments

Definition: Equity adjustments may be justified based on: 1) internal compression/inversion as a result of swings in internal or external markets for specific disciplines and ranks, 2) a counteroffer, 3) gender equity issues within the same discipline and rank, or 4) outstanding performance or productivity. Adjustments should only occur on a very limited basis and strong justification needs to quantify and substantiate the request.

Eligibility: Faculty may only receive an equity adjustment if the employee has maintained a satisfactory level of job performance. Faculty on a Performance Improvement Plan and/or Disciplinary Review, who received a low performance rating, or who were not approved for tenure and/or promotion are excluded from this process. Receiving more than one equity adjustment during the same fiscal year will be very limited and only in extenuating circumstances.

Salary Rate Restrictions: The University may adjust academic rates for faculty within the appropriate salary range based on comparable internal and external market salary data to maintain desirable salary relationships among faculty within similar discipline and rank.

Final Approval: An equity adjustment may be made as needed throughout the budget year as approved by the Provost. These adjustments may only be made if funds are available to support such equity adjustments on a permanent basis.

Procedures

1. A Dean recognizing the need for an equity adjustment must complete this form and forward it to the Office of the Provost to conduct a compensation review.
Types of Adjustments include:
 - * **Compression** - Salary compression occurs when pay differentials between more senior, higher-ranked faculty and lower-ranked faculty are small or compressed.
 - * **Inversion** - Salary inversion refers to the condition where a new junior faculty has a salary that exceeds that of a senior faculty at a higher rank within the same department and discipline (e.g. an assistant professor whose salary exceeds that of a professor).
 - * **Gender Equity** - Misalignment in pay based on gender in faculty with matching discipline, department, and rank that cannot be otherwise justified.
 - * **Outstanding Performance/Productivity** - Adjustment to academic rate based on performance or productivity that is outstanding (e.g. receiving a national award for contributions to field of study, research, and/or teaching achievements).
 - * **Salary Counteroffer** - If a salary adjustment is being made based upon a counteroffer received, UTRGV can only justify counteroffers for positions that are comparable (similar responsibilities/duties) to the faculty's current position. A written job offer must be attached as part of the justification for this type of request.
2. Upon completion of the review by the Office of the Provost, a response will be sent to the dean with the findings noting whether or not the salary review data justifies the recommended equity request submitted by the department head.
3. Depending upon the review of data provided along with funding availability, the Office of the Provost may authorize the salary equity adjustment amount to take effect.
4. All salary equity adjustments may only take effect in the pay period following the final approval of the equity request submitted.
5. If the request is approved, please initiate the change to the employee's assignment and return the original form to the Office of the Provost and Human Resources to be included in the employee file.

For more information regarding Equity Adjustments, please contact the Office of the Provost at provost@utrgv.edu or 956-665-2111.

