- IAS with four or more years of experience are eligible for a performance-based salary equity adjustment. The four years of experience are total years and need not be continuous. The years may be a combination of any amount of time in any department/unit or College. Contracts of .5 FTE or greater will count toward the four year requirement. For IAS whose FTE changes during a year, the FTE will be annualized and if the annualized FTE is .5 or greater, that year will count.
- Qualifying IAS will be eligible for performance-based salary equity review every five (5) years no later than February 15 with the first cycle beginning the academic year 2013-2014. The next review will be 2018-2019.
- Evidence for salary equity review and weighting is solid performance and non-performance (qualification) factors.
- Contract renewal of the IAS member will constitute that the IAS member is a solid performer or better for purposes of the salary equity review process.
- The Provost's Office and/or Human Resources Department will make available to the Deans the compilation of non-performance based factors for all IAS members eligible for salary equity.
- The Provost or his or her designee will make the final decisions regarding the approval of salary equity.
- IAS will be notified two months before the start of the performance-based salary equity review process whether the process will be suspended for lack of funding or any other reasons. In the event the salary equity process is suspended, the process will resume the year immediately following the year of suspension. At that time the 5-year review cycle will continue according to the already established calendar for the review cycle i.e. the five year salary equity review will always occur in 2018-2019, 2023-2024, 2028-2029 and so on.
- This salary equity review process shall not be in lieu of or a replacement for any increase adjustment to salaries as a result of a new contract or any approved pay plan. Also, this salary equity review process can occur concurrently with pay plan/contract salary adjustments.
- Salary adjustments due to the performance-based salary equity review process will be made to staff members' base salary.
- This review and subsequent salary adjustments will continue each 5-year review cycle until such time that an IAS member's salary is deemed equitable.
- The Provost's final decisions will be shared with the Chancellor's Staff for information.
- If the instructional academic staff employee does not understand the decision regarding his or her salary adjustment or lack thereof, he or she should talk with the respective Chair and/or Dean. The academic staff member can also ask for further clarification from the Provost/Vice Chancellor's office or the Office of Human Resources.

Other General Points (Part of official handbook language)

- Results of all those awarded, not eligible for, and eligible but not awarded equity will be shared, anonymously and in aggregate form, with the Executive Committee of the Senate of Academic Staff.
- Any performance-based salary equity adjustment will be added to an IAS member's base salary no later than November 1.
- Employees will be notified of adjustments via letter from the Provost and Vice Chancellor for Academic Affairs.
- Senior Administration will demonstrate enforcement of conducting regularly scheduled performance evaluations and merit review for all IAS. Further, efforts endorsed and coordinated by Senior Administration and the HR office will be undertaken to standardize and simplify these

review processes. The goal is to make the evaluation and merit processes as fair and equitable as possible for all IAS.

Notes (Not included in handbook)

- These processes and all salary adjustments to be made are subject to funding.
- The Associate Vice Chancellor for Faculty and Academic Staff Affairs, Director of Equity and Affirmative Action and the Director of Human Resources will amend chapter 12 of the academic staff section of the *Faculty and Academic Staff Handbook* and submit it through the normal channels for approval.