Provost's Administrative Staff: Approved August 23, 2011
Senate of Academic Staff: Approved September 30, 2011
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Academic Staff Personnel Rules
Chapter Twelve - Salary Equity

ACS 12.0. Introduction.

The Associate Vice Chancellor, the Human Resources Director, and the Director of Equity and Affirmative Action will annually undertake salary equity reviews following salary administration and may initiate a request for a salary change for any academic staff member with his/her consent. For instructional academic staff, salary equity review also can be requested either by the supervisor or by the academic staff member. The salary of an academic staff member may be increased outside the salary administration process without having the position title changed and the position placed in a higher salary grade. Based on the provisions of Unclassified Personnel Guideline No. 4, this type of adjustment will be made only in very exceptional circumstances in order to correct a special salary inequity. A salary equity review shall be based on the merits of each individual case. Recommendations and decisions related to a salary equity review should be based on equity issues. The fiscal position of the University is important in the consideration of salary equity cases but should not be the single determining factor.

ACS 12.1. Procedure Instructional Academic Staff.

(1) A salary equity review must be requested in writing with sufficient documentation provided to sup port the request. It is recommended that at a minimum, the following information be supplied (a) A narrative which includes the basis for requesting a salary review and an employment history. (b) A salary history. (c) Salary comparisons within University of Wisconsin Oshkosh title group/salary grade. The academic staff member may also add market comparison data, including regional, national and peer-based information and a supply and demand analysis. The staff member's supervisor, the Associate Vice Chancellor, and the Director of Equity and Affirmative Action shall help the individual clarify these data if asked by the staff member.

(2) The request for a salary equity review shall be submitted by the academic staff member to the supervisor.

(3) The supervisor shall consult with the Director of Equity and Affirmative Action and the Associate Vice Chancellor in order to obtain their advice or recommendation.

(4) The supervisor shall then forward the request to the next level of reportage and include a written recommendation (positive, negative or neutral), reasons for his/her recommendation and supporting documentation, including the academic staff member's previous years' merit ratings, not to exceed five years.

(5) The supervisor shall also send these materials to the Associate Vice Chancellor or the Human Resources Director and the Director of Equity and Affirmative Action who will add their recommendations and reasons for those recommendations and forward all supporting documentation to the next level of review following lines of reportage.

(6) When the review reaches the Provost and Vice Chancellor or Human Resources Director, he/she shall review the case, taking into consideration all supporting documentation and all recommendations from each level of review, and make a decision regarding the dispensation of the case. He/she shall notify the academic staff member in writing of his/her decision and the reasons for that decision. This information shall also be sent to the Chancellor. If the academic staff member disagrees with the decision, the academic staff member shall have ten calendar days to request in writing a review by the Chancellor.

If no request for review is made, the decision of the Provost and Vice Chancellor or Human Resources Director is final.

(7) If a request for review is made, the Chancellor shall consider all supporting documentation and recommendations from each level of review and make a decision within 21 calendar days of receiving the request. The Chancellor shall notify all concerned parties of his/her decision in writing.

ACS 12.2. Procedure Professional-Administrative Academic Staff

(1) Professional-administrative academic staff with full-time equivalency (FTE) of .5 or greater become eligible for salary equity every four years. The Office of Human Resources shall consult with the Office of Institutional Research to determine who is eligible in a given year. Individuals with a fixed-term terminal contract should not interpret a salary equity adjustment as an indication an additional contract is forthcoming.
(2) The Office of Human Resources shall notify eligible employees, their supervisor, Dean (where appropriate), and Vice Chancellor of the academic staff member's eligibility.
(3) Eligible academic staff who wish to be considered for salary equity must submit a written request indicating the basis for salary equity review. Academic staff may include salary comparisons from the same salary grade within the University of Wisconsin Oshkosh, UW System and market comparison data.
(4) The Associate Vice Chancellor for Academic Affairs, the Director of Equity and Affirmative Action and the Director of Human Resources will provide a recommendation and all materials used in developing the recommendation to the Vice Chancellor of the division. Copies of the recommendation will be provided to the employee's line of reportage.
(5) The Vice Chancellor of each division shall develop a recommendation for each employee requesting equity in their division. Each Vice Chancellor shall consider recommendations from the line of reportage (including Deans) for each employee.
(6) The Vice Chancellors shall collectively consider each recommendation, make a decision as to the request and notify the employee and their supervisor of the decision.
(7) The Vice Chancellors shall notify the Office of Human Resources of each decision. The Office of Human Resources will complete processing equity adjustments.
(8) If the professional-administrative academic staff member disagrees with the decision of the Vice Chancellors, the academic staff member shall have ten calendar days to request in writing a review by the Chancellor. If no request for review is made, the decision of the Vice Chancellors is final.
(9) If a request for review is made, the Chancellor shall consider all supporting documentation and recommendations from each level of review and make a decision within 21 calendar days of receiving the request. The decision of the Chancellor is final. The Chancellor shall notify all concerned parties of his/her decision in writing.