

Schedule and Implementation Guidelines for Salary Appeals Process 2020-2021

Updated 06/30/2020

The information below provides a schedule for and summarizes key action steps derived from the following policies:

College of Arts and Sciences Pattern of Administration:

http://oaa.osu.edu/assets/files/governance/college-of-arts-and-sciences/college-of-arts-and-sciences_POA_2014-07-01.pdf

Office of Academic Affairs Policies and Procedures Handbook, Vol. 1, Chapter 3: Appeals

<http://oaa.osu.edu/assets/files/documents/1.3HBAppeals.pdf>

College of Arts and Sciences Administrative Operating Guidelines for Faculty Retention:

<https://intranet.asc.ohio-state.edu/guidelines/faculty>

Departmental/School Level

- **October 30, 2020:** Deadline for individual faculty members to notify their chair or director that they wish to file an appeal. Chair/director gives faculty member a copy of “College of Arts and Sciences Faculty Salary Appeals Process,” found in Appendix C of the college’s Pattern of Administration (link above).
- Chair/director confirms eligibility of faculty members who wish to file an appeal. OAA policy states that faculty are ineligible if they have filed an appeal in the past three academic years. To be eligible in 2020-2021, faculty must not have filed an appeal since 2017-18. In addition, their salary must be 5% or more below the average salary of all other faculty of the same rank in their academic unit or in a recognized discipline or sub-discipline with a distinct salary market within their academic unit. Finally, they must allege that the salary differential cannot be attributed to differences in years of service and years in rank; productivity in teaching, research, and service; centrality of the person's work to the academic unit; past/present administrative duties; or market factors.
- Chair/director notifies divisional dean by October 30, 2020 of faculty members who are eligible to commence the appeal process. Divisional dean determines comparison cohort, with consultation with HR Business Partner regarding time since receiving terminal degree; number of years of service to the university; and other faculty in the same rank. Faculty who are current or former unit heads or who have had counter offers or other adjustments outside the AMCP process are not included.



- **November 30, 2020:** Deadline for divisional dean to provide comparison cohort to chair or director. Once they agree, the list is provided to the faculty member making the appeal, along with the current base salaries of the faculty on the list. The faculty member making the appeal may add one person to the cohort. The chair assists the faculty member with getting CVs and teaching records of the cohort.
- **February 1, 2020:** Deadline for faculty member to provide the following information to the chair or director:
 - Comparison data for the cohort, as detailed in the POA
 - Brief written statement providing further context/documentation of the impact/quality of his/her own work and to the extent possible, contextualization of that quality within the performance of the cohort as a whole
 - Statement of specific salary adjustment that is requested
- Chair/director studies the information provided by the faculty member. The chair/director also consults as needed with the divisional fiscal manager and/or divisional dean regarding the budgetary implications of the request.
- **March 1, 2021:** Deadline for chair or director to either dismiss the appeal or make a written recommendation to the divisional dean regarding a salary adjustment. If the appeal is dismissed, the faculty member may appeal the decision to the college Faculty Salary Appeals Committee by April 1 (see below). If the chair/director recommends a salary increase, the recommendation letter should be addressed to the divisional dean, not candidate, but copied to the candidate. This recommendation should include the following:
 - Statement of recommended salary (can endorse or amend the faculty member's request)
 - Justification ("supporting statement") of that salary, based on both quality and on numerical data
 - On the rare occasion that an exception is requested to the provision that departments will cover 50% of the increase, a separate statement about the rationale for the exception
 - A statement of whether the faculty member is recommended to be ineligible or eligible for further consideration in the regular AMCP process
 - A statement of whether the increase is recommended to be effective in the next fiscal year or spread out over several years, and if so, the plan for that distribution

College level

- **March 2021:**
 - Divisional deans discuss requests for exceptions to funding guideline (50% department/50% division) with the executive dean, who makes the final decision. Divisional deans will inform chairs and directors if an exception is not approved and provide them with an opportunity to adjust their recommendations.



- **April 1, 2021:** Target date for divisional dean to complete review and recommendation
 - If the chair, the faculty member, and the divisional dean all agree that a salary adjustment is warranted and on the amount of that adjustment, the divisional dean writes to the candidate, copying the chair, that the amount has been approved.
 - If the divisional dean agrees to the salary adjustment requested by the faculty member, but that amount is different from that recommended by the chair, the divisional dean consults with the chair to see if they can arrive at a consensus. If they do arrive at a consensus, the divisional dean writes to the faculty member as above. If they do not, the divisional dean sends the case for review by the college's Faculty Salary Appeals Committee. In doing so, the divisional dean writes a brief statement to the committee of the rationale for his or her recommendation. The divisional dean also informs both the chair and the faculty member that the case has moved to the committee.
 - If the chair and the divisional dean agree on an amount that is different from what the faculty member proposes, the divisional dean writes to the candidate, providing a brief rationale for the adjustment being offered. The letter will state that the case will be reviewed by the college's Faculty Salary Appeals Committee unless the faculty member chooses to accept in writing the amount agreed to by the chair and the divisional dean.

- **April 1, 2021:** Deadline for a faculty member to appeal to the Faculty Salary Appeals Committee a decision of a chair or director to dismiss the case (appeal to be within 30 days of notification according to OAA policy <http://oaa.osu.edu/assets/files/documents/1.3HBAppeals.pdf>)

- **April 15, 2021:** Target date for divisional deans to submit cases for review to the Faculty Salary Appeals Committee (submit to Faculty Affairs Specialist as committee liaison)

- **Late April/Early May 2021:** Faculty Salary Appeals Committee meets

- **May 14, 2021:** Target date for executive dean to receive recommendations of salary appeals committee

- **June 3, 2021:** Target date for executive dean to write to faculty members (copying chair/director and divisional dean) on final decision, including amount and timing of any salary adjustment. When writing to the faculty member, the executive dean also sends a copy of the committee's report. The decision is final and cannot be appealed to the provost if the executive dean a) accepts a dismissal by the committee; or b) approves a salary adjustment that is at least 75% of that recommended by the Faculty Salary Appeals Committee.



- **July 2021:**
 - Salary adjustments entered into AMCP spreadsheets
 - Exceptions requested from OAA/OHR for any adjustments that are greater than 10% or that are to be excluded from the AMCP aggregate (if not requested earlier in the process). The department/school will be expected to provide at least the aggregate AMCP as set by OAA, with remaining funds, up to 50% of the differential, originating from the department's AMCP pool or, in exceptional cases as approved by the Executive Dean, existing PBA budget. The College will then provide a match (50%) to make up the full differential in funding (see retention guideline document at <https://intranet.asc.ohio-state.edu/guidelines/faculty>).
- **TBD:** new salaries take effect – date may change due to Workday implementation

