

Faculty Salary Recommendations

Submission of Curricula Vitae

Early in the spring semester, the DEO requests an updated *curriculum vitae* from each faculty member, to be submitted to the Dean as the basis for discussion of salary increments for the next year. (See Appendix A, for the collegiate model for the *curriculum vitae*).

Salary Recommendations

The DEO recommends to the Dean the salary to be paid to each departmental faculty member in the following year. Faculty salary increases are distributed entirely on the basis of merit in research or creative activities, teaching, and service unless some funds are identified, within the department or within the College, for various types of equity adjustments.

In March or April the DEO discusses the recommendations with the Dean in a salary conference. In June the Dean informs the DEO of the salary recommendations the College has made to the Provost and asks the DEO to notify each faculty member of his or her recommended salary.

Salary Complaint Process

When a salary complaint is received in the Dean's Office, the DEO will have an opportunity to respond in writing to the issues raised by the faculty member filing the complaint. The faculty member's written complaint and the DEO's response will be given to a subcommittee consisting of the College's Associate Deans, who will consult and then advise the Dean on how to proceed. If further information is required, the faculty member and/or the DEO will be invited to meet with the Dean and the Associate Deans.