

**School of Public Health
Salary Policy
August 11, 2003**

Faculty salaries are set by the Chair of each department with the advice and consent of the Dean of the School of Public Health.

Annual Increases

Each year, the Dean provides the Chair with the expected amount of increase for the coming year. The Chair develops the merit based salary increase recommendations for his/her department and reviews these recommendations with the Dean. Equity of salaries among faculty of the same rank is reviewed in these yearly meetings with the Dean and special increases related to equity or retention issues are also discussed.

Merit based increases are determined by each chair with some variation in methodology. However, several factors are common to all departments. Each department bases merit increases on an evaluation of teaching, research productivity, advising, publications and service (both within and outside of the department).

Initial Salaries

Initial salaries set at the time of hire for new faculty are based on market rates and on equity with existing departmental faculty of equivalent rank, experience, and stature in the field. Market rates are determined by a review of peer departments and analysis of competing offers.

School of Public Health

Faculty Salary Grievance Procedure

1. Salaries are proposed by the Department Chair or Unit Head and are reviewed by the Dean. If the Dean finds that the proposed salary for any individual is not equitable, the Dean will recommend that the proposed salary be adjusted. The Chair or Unit Head will communicate the faculty member's proposed salary to the respective faculty member in the unit.
2. A faculty member, who is dissatisfied with the proposed salary, which has been communicated by the Chair or Unit Head, should discuss the offer with the Chair or Unit Head. The Chair or Unit Head should discuss with the complainant the rationale for the salary recommendation using any relevant comparative data. If this discussion does not resolve the disagreement, the faculty member should make a written request of the Dean to convene a hearing of the Salary Equity Committee of the School of Public Health. The complainant must explain in this communication the reasons for her or his dissatisfaction with the salary recommendation.
3. The Dean will refer the matter to the Salary Equity Committee for its review. The Committee will meet with the complainant and with the Chair or Unit Head and will gather such other information as it requires. Once the committee has made a determination, it will prepare a written report to the Dean with its recommendation.
4. The Dean will review the recommendation and will decide upon any adjustment to the proposed salary. The Dean may meet with the Chair or Unit Head and with the complainant to communicate this decision. If all parties are satisfied with the Dean's decision, the complainant will indicate her or his satisfaction in writing to the Dean and the matter will be closed. If a resolution is not possible at this level, the record of all proceedings to date will be referred to the Provost for review.
5. The Provost may decide to review the record and to meet with the parties to work toward a resolution or the Provost may decide to refer the matter to the Faculty Grievance Committee without further review. If the matter is referred to the Faculty Grievance Committee, the policies and procedures of the Faculty Grievance Committee will control subsequent actions.