

SCHOOL OF SOCIAL WORK
SALARY REVIEW POLICY
April 6, 2004

Procedure:

1. The Dean will request that each faculty member complete a *Faculty Activity Report* (FAR) in the spring semester of each year. The FAR is a written compilation of teaching, research, external funding, and service activities undertaken during the academic year by each faculty member. The FAR also contains a faculty goal statement for the following year. Each semester the Dean is also provided with a summary of all faculty member's teaching evaluations as reported by the graduate students. These evaluations are reviewed and comparisons are made among other faculty who teach in similar curricula areas or teach the same courses.
2. An annual review is then conducted between the Dean of the School of Social Work and each member of the faculty. The Dean meets with each faculty member individually and reviews his or her accomplishments as described in the FAR for the previous academic year. The faculty member's goal statements are also reviewed and discussed at the meeting.
3. When the state provides salary appropriations that allow for differential salary adjustment, the Dean reviews all current salaries, taking into account merit, market, equity, gender, and racial and ethnicity issues. The Dean may solicit input from members of the full professors, and then will meet with the Associate Dean for Finance, Administration and Technology to complete the recommendations.
4. Salary increase recommendations begin with the actions of the state. If dollars are appropriated for faculty salary increases and a mandate is not imposed that directs the Dean to distribute the funds "across the board" by percentage or dollar amount, but instead to allocate funds according to merit, then the Dean will recommend salary increases based upon faculty merit. Factors considered in deciding faculty merit include teaching (e.g., course evaluations, supervising independent study courses, serving on Ph.D. dissertation committees) scholarship (e.g., publications [number and quality] and external funding), and service (e.g., school, university, professional, national, and international). At the School of Social Work all three areas are important and considered in making salary adjustments. However, each area has a differential weight, with scholarship being granted the most weight, teaching given the next greatest weight, and service the next greatest weight.
5. Materials that document performance and achievement include the *Faculty Activity Report*, faculty teaching evaluations, and the annual interview with the Dean.
6. The Dean submits the recommended salary adjustments to the Office of the Provost, and when these are approved, individual letters are prepared and sent to each faculty member outlining the salary provisions provided by the State and the specific salary increase allocated.
7. If a faculty member wishes to discuss the salary increase provided, he or she can request to meet with the Dean to discuss any concerns. If these discussions prove insufficient, a faculty member may take his or her concerns to the Office of the Provost and may also avail themselves of the University grievance procedures.