



Equity-based and Market-based Salary Adjustments

(September 2002)

Both of these salary adjustments are limited to tenure-track (probationary and tenured) faculty unit employees.

Equity-based Salary Adjustments are intended to correct for **significant** differences in salary among Cal State L.A. faculty in the same or closely related disciplines who have very similar credentials, experience, and performance records. Such adjustments are **not** intended to overcome salary differences that have resulted from variations in performance which have resulted in differences in promotion dates or in past merit pay awards.

Market-based Salary Adjustments are intended to correct for **significant** differences in pay between a Cal State L.A. faculty member and faculty in the same or closely related disciplines at other **comparable** universities who have very similar credentials, experience, and performance records. Such adjustments are **not** intended to overcome salary differences between Cal State L.A. faculty and persons working in the private non-educational sector or in very different university or research settings.

The Application Process for Equity-based or Market-based Salary Adjustments

Using the attached cover sheet, applications shall be submitted by the faculty member to the department/division chair, with copies to the Dean or equivalent and to the Provost or other appropriate administrator. Applications for a Market-based Salary Adjustment shall normally be accompanied by documentation supporting the market-based salary lag and/or by a *bona-fide* offer of employment from another college or university. Applications are limited to the attached cover sheet, plus four (4) pages (8 ½ x 11 inch paper with 1 inch margins, 12 point non-condensed font, and single or double spacing), plus a *bona-fide* offer of employment, if relevant. In addition, a current curricula vitae shall also be attached.

The Decision Process

Applications shall be reviewed **separately** by a department/division-level committee of tenured faculty members and by the department/division chair. The chair shall then forward both recommendations to the dean or other appropriate administrator for review. The dean or equivalent shall forward all three recommendations to the Provost or other appropriate administrator designated by the President. The Provost or other appropriate administrator shall forward her/his recommendations, along with the earlier recommendations, to the President for decision.

The amount awarded, if anything, is discretionary, as are the number of awards made in any given year. The decision to grant a Market-based or Equity-based Salary Adjustment shall **not** be subject to any grievance procedure, **nor** to any appeal process.

Annual Announcement of Equity-based and Market-based Salary Adjustments

“Upon written request by the CFA campus chapter president to the President, the President or designee shall provide a list, once each year, to the CFA of the faculty members who have received a market/equity adjustment, the amount of increase granted, and whether the increase was for market or equity reasons, or both.” (Contract Article 31.24)

**Market-based and Equity-based
Salary Adjustment
Application Form**

Name: _____

Social Security Number: _____ Current Rank: _____

Department- or Division-level Unit: _____

College-level Unit: _____

Date of Original Appointment as a tenure-track faculty member: _____

Annual salary upon original appointment as a tenure-track faculty member: \$ _____

Was initial appointment for: 10 months _____ or 12 months _____? (check one)

Effective Date of Appointment to current rank: _____

Is current appointment for: 10 months _____ or 12 months _____ ?

Current Annual Salary: \$ _____

I have read the attached descriptions of the basis for these salary adjustments and feel that my situation falls into the category suitable for a:

Market-based _____ and/or an **Equity-based** _____ Salary Adjustment.
(check one, or in extraordinary circumstance, both)

Basis for Request: Attach up to four pages (8 ½ x 11 inch paper, 1 inch margins, 12 point non-condensed font, single or double spaced) of supporting documentation, plus a *bona-fide* offer of employment from another university, if relevant. In addition, attach a current curricula vitae.

Notes:

- Submit original to Department- or Division-level chair, with copies to the Dean or equivalent and to the Provost or other appropriate administrator.
- The decision to grant a Market-based or Equity-based Salary Adjustment shall not be subject to any grievance or appeal procedure.