June 23, 2015

CAREER EQUITY REVIEW
Frequently Asked Questions

What is a Career Equity Review?
A Career Equity Review (CER) is intended to ensure that all faculty are at the step within their rank that is appropriate to their overall performance. It is a mechanism that addresses inequities in evaluation that become apparent only over the course of multiple review periods.

Who is Eligible for a CER?
All faculty members in the Professor series are eligible except those who are advancing to or within above-scale status. Non-ladder faculty are not eligible.

How do I request a CER?
You must prepare and submit a CER request statement to your Chair or Dean describing the alleged inequity and proposing the corrective measure. Your statement must propose a specific rank and step and justification based on one of the following:

   a. the cumulative record warrants advancement even though no single review period did so;
   b. the step at the time of initial appointment was inappropriately low;
   c. contributions have been overlooked and/or undervalued by the department and/or other reviewers.

Are Career Equity Reviews conducted separately from regular academic personnel reviews?
Yes. A CER is a separate review and not a substitute for the normal academic review. However, the CER process occurs in parallel with your regular, on-time academic review.

What are the deadlines for Career Equity Reviews?
Since they are to be submitted with an academic personnel action, the deadlines for CERs are in accordance with the campus Calendar for Academic Personnel Actions.

When do I request a CER?
You may submit the request at the outset of a review or after reviewing the Chair’s letter for your academic personnel review.

What access to the prior files will the department or candidate have?
The department Chair will need to have access to prior review files in order to assess whether reviewers have appropriately addressed past accomplishments or to ascertain if there has been any bias in the files submitted. The candidate may request access to the review files through the normal channels. The documents will be redacted in accordance with policy.
Can a department Chair or Dean initiate a CER on my behalf?
Yes, but no request may be submitted for review without the consent of the faculty member.

What should be the departmental involvement in a Career Equity Review?
When a CER accompanies a merit review, a department’s faculty should be involved in reviewing the CER to the same extent, if any, that it is involved in normal merit reviews. When a CER accompanies a promotion case, the CER should be handled separately from the promotion case, and the department’s faculty should not consider it in the course of departmental promotion processes such as ad hoc committee review, faculty deliberation, and voting.

Why is the Associate Vice Provost for the Faculty involved in the review?
The Associate Vice Provost has access to all faculty files and may advise on the appropriateness of the requested review and the reasonableness of the requested step. In addition, the AVP may also provide guidance on how best to present the information to reviewers.

If there is no agreement between the faculty member, the Chair and the AVP for the Faculty, can an equity review still be submitted?
Yes, but Chairs are not required to recommend the requested advancement if they believe the advancement is not justified.

Why isn’t salary equity part of this review?
The purpose of the CER is to determine appropriate rank and step based on the career achievements and performance of the faculty member. The University’s salary scales indicate a salary for each step. Salary concerns based on national market considerations cannot be addressed in the context of CER.

If I disagree with the outcome of the CER, can I dispute or appeal it?
Yes. The same reconsideration provisions that apply to disputed merit review apply to CER.

How often during my career may I request a CER?
A CER may be requested once at the assistant professor level, once at the associate professor level, once at the full professor level prior to Step VI, and once after advancement to Step VI.

Is the CER program an ongoing or time-limited program?
It is expected that CER will be an ongoing program.

What role does the Budget Committee (BC) play?
The BC will review all requests for CER, along with the accompanying academic personnel case.

May CERs request retroactive advancement in step?
No. The purpose of this program is to identify and correct inequities.
Is there a specific format for the CER request statement?

No.

What measures might be available to support an argument for a specific step?

Chairs should review cohorts, advancement record (e.g., to identify lack of accelerations for an extraordinary teaching or research record), time in rank, and time since degree.

Under the 2011 policy on steps at appointment and promotion, I was promoted from Associate Professor, Step V.9, to Professor, Step IV, and I also received a decoupled increment to reward me for a record that warranted advancement of more than one step. On the basis of my promotion file, may I now request a CER in order to move to Professor, Step V?

No. The decoupled increment was provided to you in lieu of step advancement in order to help you preserve your “headroom” before your threshold review at Professor, Step VI. Similar considerations apply to faculty members who received decoupled increments in lieu of step advancement at the time of promotion to Associate Professor.

I was hired in 2012 at Assistant Professor, Step III, but the assistant professors in my department who were hired before me were hiring at Step IV, even though when we were hired our levels of experience were similar at the time of appointment. May I request a CER in order to move up one step?

Before considering the CER option, you will need to know if your step at appointment was assigned in response to the 2011 policy on steps at appointment and promotion. If it was, a CER may be inappropriate. The 2011 policy was intended to help you preserve your “headroom” as you advance toward tenure review; it did not affect the salary offered to you at the time of your appointment, nor did it imply a comparison between your achievements at appointment and the achievements of earlier appointees.