

## Suggested Model Guidelines for Faculty Equity Applications

(Applications due January 1 – February 29)

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Below are suggested guidelines on how to complete your application to the Faculty Equity Program. We suggest you write a complete application with all the information you will need **before** you begin the on-line application process.

The university has established an on-line system to submit your application. You can find the link to the [user guide here](#). Follow these instructions to find the application page, log in with your username, enter your fields of study, your Dean, etc.

### Factual Statement:

The application will ask you to write “a factual statement detailing the reason for this request.” You should prepare this in advance and cut and paste it into the box on the application page. We recommend that you structure your factual statement in this way:

- a. Write a one paragraph summary of your case:

*Example: “I believe my annual salary is inconsistent with my experience, my professional accomplishments and my contributions to the university, my discipline, and the community, in comparison to my peers [in my department; across the university]. My current salary is \$\$ less than my comparators and/or the average of X peers at my rank [or even XX% of those at a rank below me....]. I request a fair and equitable salary adjustment that comports with the faculty comparators I identify below.”*

- b. Briefly summarize your record across relevant categories such as scholarship, awards, national/international recognition, teaching, administrative service (to your department, university and/or professional discipline), etc. You should keep this to 2 to 3 pages.

### Comparators:

The on-line application will ask, “Do you have faculty comparators to submit?” We recommend that you select at least one, but not more than 4 or 5 comparators. [Individual faculty salaries can be obtained from the Faculty Equity Co-Directors]

- a. **You should identify individual faculty comparators** by selecting names from the drop-down list. Choose faculty members who have **similar or fewer accomplishments**, but whose salary is higher than yours. Given the way the university has structured this process, your salary can only be judged in relation to others’ salaries. You need to construct a comparison to the accomplishments of other relevant faculty.

Your comparison should take into account your scholarly record, teaching and service, in comparison to your faculty comparators. This can include the kinds of “measures” used in your field, for instance, in merit and/or promotion reviews.

**b. Create a table with comparator information. You can use a template like the one below.**

*Table with your comparators may include name, campus, rank, time at rank, years of service, salary, salary differential from yours. Do NOT include comparators at a lower rank in this chart.*

Name	Campus	Department	School	Rank	Time at rank	Years of service	Rutgers AY salary (per union, DATE)	Differential
ME	New Brunswick	Academic Studies	SAS	Full	15 years	29 years	\$125,000	
Professor W	New Brunswick	Academic Studies	SAS	Full	10 years	15 years	\$150,000	\$25,000
Professor X	Newark	Academic Studies	SASN	Full	5 years	10 years	\$275,000	\$150,000
Professor Y	Newark	Academic Studies	SASN	Full	2 years	7 years	\$275,000	\$150,000
Professor Z	Camden	Academic Studies	FASC	Full	6 years	21 years	\$300,000	\$175,000

**c. Summarize your accomplishments relative to your comparators.**

You should create subsections for relevant categories of achievement. These categories will differ, depending on your unit and position, but may at least include the following.

*NOTE: We understand that you may have limited information about your comparators, but just do the best that you can in constructing DIRECT or EQUIVALENT comparisons.*

*Research Accomplishments:*

In one to two paragraphs (or in bullet points), summarize your research accomplishments, relevant to your unit/dept/rank. Ex: Publications (books, journal articles, chapters in books, edited volumes); Research Grants, Honors and Awards (as signs of national/international stature), Citation #'s, H-Index, etc.

— *Comparators' Research Accomplishments: In as much as you can, roughly compare your accomplishments to those of your comparators. Ex: "In comparison to Profs B and C, I have published [equivalent or greater in quality/quantity] and my work has been more highly recognized, etc."*

*Service:*

In one to two paragraphs (or in bullet points), summarize your service accomplishments (**not your whole career**, but highlights of your strengths), such as university, departmental and/or community service.

— *Comparators' Service Record: Ex: Compared to Prof. Y and Prof. Z comparators, I have provided more service, have received more awards, etc. BRIEF summary.*

*Teaching:*

In one to two paragraphs (or in bullet points), summarize your MAJOR accomplishments in each category of your graduate, undergraduate, clinical, etc. teaching (not a summary of all your teaching) as well as teaching awards/recognition.

— *Comparator’s Teaching Record: Ex: Compared to Prof B or C, I have served on more committees, developed unique curricula, etc.*

*Add Other Relevant Categories:*

These might be things such as clinical work, international recognition, building research/service center, etc. as relevant.

— *Comparator’s in each category, as relevant*

**d. Anticipate Counter Arguments**

As relevant, address other factors beyond the above measures, such as time at rank, years of service, salary compression, etc. that might be relevant to salary differentials. For example:

— ***Time at rank:***

The numbers of years since your last promotion: “As an Associate until 2007, I both earned less than Prof. X with greater years at my rank and less than Prof. Y with fewer years at my rank. “

— ***Salary compression:***

The difference between your salary and that of those who may have been hired after you and, possibly, at a lower rank: “Although I earn just 2-3% more than the Assistant professor X, below my rank, I also earned 20% less than Profs X and Z at my rank.”

— ***External market interest:***

Active “external” interest from another university or an outside “offer in hand” from another school: “I have had several offers during my career, but those offers have not received the same consideration. For example, Assistant professor X received an offer at State University and ultimately received a retention raise of \$10,000. I received an offer from Ivy University and received a retention raise of \$2,000.”

**e. Conclusion and Salary Request**

*Wrap up your MAIN points and state a specific remedy and salary correction: “I believe my many accomplishments...in XYZ have not received adequate recognition and thereby request an appropriate, equitable adjustment in my salary.*

*I request a salary adjustment of [\$\$\$ or %%%] to correct this inequity.”*