

Suggested Model for Faculty Equity Narratives for Applicants

(Applications due January 1st –March 1st)

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Below are suggested guidelines on how to write the narrative that will accompany your application for an equity adjustment. You will need to specify your case depending on the standards used to judge merit/professional accomplishments in your school/unit.

IMPORTANT:

You should keep your narrative to 2-3 pages and make it easy to read. It will be reviewed by faculty and administrators who may be unfamiliar with the substance of your discipline.

You **MUST** identify individual faculty comparators, i.e., faculty members who have **similar or fewer accomplishments**, but whose salary is higher than yours. This will be the basis of your salary adjustment request. Given the way the university has structured this process, your salary can only be judged in relation to others' salaries. You cannot just write a summary of your accomplishments.

1. 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. "*

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

Table with two (or more) comparators should 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 (if relevant)	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 (2004)	29 years (1990)	\$125,000	
Professor W	New Brunswick	Academic Studies	SAS	Full	10 years (2009)	15 years (2004)	\$150,000	\$25,000
Professor X	Newark	Academic Studies	SAS	Full	5 years (2014)	10 years (2009)	\$275,000	\$150,000

Professor Y	Newark	Academic Studies	SAS	Full	2 years (2017)	7 years (2012)	\$275,000	\$150,000
Professor Z	Camden	Academic Studies	SAS	Full	6 years (2013)	21 years (1998)	\$300,000	\$175,000

3. 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 the standards, 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.

3 a. Research Accomplishments

In one-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).

--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."

3. b. Service:

In one-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.

3 c. Teaching

In one-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.

3 d. Add other Categories such as Clinical work, International Recognition, building a research/service center, etc. as relevant.

--Comparators' in each category, as relevant

4. 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.”

5. Conclusion

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 %%%] in order to correct this inequity.”