**CFA Process for Market Equity Review Request**

* Please review information in the Faculty Collective Bargaining Agreement information on Market Equity as well for your general information. At <http://hr.ufl.edu/wp-content/uploads/docs/UFF_articles/24_article.pdf>
* An individual faculty member may make a request at any time to the School Director to conduct a market equity salary review.
* The request to the School Director must be in writing, identifying the faculty member’s current salary and accompanied by a current CV or Cumulative Faculty Report. At any point in the process, faculty mayprovide additional documentation to further support his/her request, but it is not required. A template for this request is attached. This is all that is required of the faculty member.
* The School Director will complete the Market Equity Assessment Worksheet **(which was developed by committee and considers such factors as the faculty member’s value and productivity to the School. This satisfies the peer review component of the process.)**  Based on the results of the Market Equity Assessment Worksheet, the School Director will assign the faculty member a benchmark salary and communicate this recommendation, in writing, to the faculty member and the Dean within 60 days of the date of submission. ***The School Director must copy the College HR office on all Market Equity Assessment Requests the School Director sends to the Dean.***
* If the faculty member is not satisfied with the Director’s recommendation, the faculty member can request a review by the Dean by submitting a written request which should include the original request to the School Director and the recommendation of the School Director and may include a rebuttal of the Director’s recommendation, not to exceed two pages in length.
* Once the Director communicates the recommendation for the market equity award, the Dean will review all documentation, the merit of the recommendation and the availability of funding. Similarly, the Dean will review faculty appeals of Directors’ decisions, along with all documentation. The Dean’s decision will be communicated to the faculty member within 60 days of notification by the Director.
* If not satisfied with the response from the Dean the faculty member may request a review through the Office of the Provost by submitting a written request including the original request to the School Director, the recommendation of the School Director and Dean andmay also include a rebuttal of the Dean’s recommendation within a reasonable length. The Office of the Provost will review the Dean’s decision and make a decision regarding the request. The decision of the Office of the Provost will be communicated to the faculty member and will be the *final* decision.
* Favorable recommendation must be resourced at the department or college level and must be approved by the Provost’s Office as part of the “discretionary salary increase pool” referenced in the collective bargaining agreement.