

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICY AFFECTING THE SCHOOL OF NURSING**

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**TITLE OF POLICY:** SALARY RECONSIDERATION

**ORIGINAL DATE:** August 2013

**LAST REVIEWED/REVISED:** January 2017

**SCOPE:** This policy applies to contract salaries of all regular full-time faculty, part-time tenure-stream and part-time tenured faculty, and to all regular full-time and part-time staff. It does not include summer-term or overload payments paid to full-time faculty or salaries of part-time non-tenure stream faculty.

**POLICY:** Salary increases are based on annual evaluations and supervisor recommendations. Faculty and staff members can request reconsideration of salary increases through the procedure below. All appeals must be made within ten (10) working days following notification of the salary increment, as determined by the postmark on the notification envelope or the date the letter was delivered to the employee, whichever is sooner.

Refer to: University Policy 07-09-01

**PROCEDURE:**

1. Within ten (10) working days after receiving notification of the salary increase, an individual may request a meeting with the department chair/director to request reconsideration. The appeal must be in writing, addressed to the department chair/director, and supported by appropriate evidence and documentation (e.g., self and supervisor merit evaluations/performance appraisals). The department chair will either accept, in whole or in part, or reject the concerns raised within the next five (5) working days and notify the individual.
2. If the chair/director's reconsideration is positive, the chair/director will make a new salary recommendation to the Dean within the next five (5) working days. Such recommendations should be supported by appropriate evidence and documentation. The Dean will render a decision to the individual requesting consideration in writing within the next ten (10) working days.
3. If the chair/director reaffirms the original salary decision, the individual can appeal to the Dean. The request must be in writing and addressed to the Dean within the next five (5) working days. The appeal should be supported by appropriate evidence. The Dean will render a decision to the individual requesting consideration in writing within the next ten (10) working days.
4. For individuals reporting to the Dean, the initial appeal will be made to the Dean. If the Dean reaffirms the original salary decision, the individual may appeal to the Senior Vice Chancellor for the Health Sciences (SVC-HS). The timeframe remains the same, except for SVC-HS review, which may require additional time for approval.

Approved by Dean's Council: 08/13, 01/17  
Revised: 08/13, 01/17

**NOTES:**

Day 0 Employee increase notification

Day 10 Employee appeals to dept chair/director

Day 15 Chair/director accepts or rejects appeals

If positive:

Day 20 Chair recommends increase to Dean

Day 30 Dean notifies employee

If negative:

Day 20 Employee appeals to Dean

Day 30 Dean notifies employee