



# University of Pittsburgh

*School of Social Work*

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## **Subject: Salary Appeal Process**

If a School of Social Work faculty or staff member believes that a salary decision has been based on inappropriate criteria, inadequate considerations, or misunderstanding of evidence presented for the annual review, the faculty and staff member may request a reconsideration.

### Faculty

Reconsideration requests from faculty should be sent directly to the Dean, with a copy to the Director of Administration within 14 days following the notification of the salary increment. The appeal request should be supported by appropriate evidence and documentation. The Dean may either accept, in whole or in part, or reject the concerns raised.

### Staff

Reconsideration requests from staff should be sent to the Director of Administration within 14 days following the notification of the salary increment. The Director of Administration will coordinate a review of supporting evidence and documentation with the employee's direct supervisor and the Dean. The final decision will be made by the Dean. The Dean may either accept, in whole or in part, or reject the concerns raised.

### Confirmation

All salary reconsideration decisions will be communicated in writing to the employee making the request within 15 days of the receipt of the written appeal.

### Related University Policy

<https://www.cfo.pitt.edu/policies/policy/07/07-09-01.html>