

Procedure for Appeal of Salary Decisions

University of Pittsburgh School of Pharmacy

In conformance with University Policy 07-09-01 the School of Pharmacy has implemented the following procedures for appeal of salary decisions:

1. Any requests for an appeal of salary decision must be made by the faculty or staff member within 14 days of salary notification, as determined by envelope postmark of the notification letter.
2. The individual must meet with the chair/supervisor responsible for his/her salary increase recommendation within 7 days.
3. The chair or supervisor may either accept or reject (in whole or in part) the concerns raised.
 - If the chair or supervisor recommends reconsideration of the salary increase, a written request supported by appropriate evidence and documentation should be submitted to the Assistant Dean for Business and Finance of the School of Pharmacy. The Assistant Dean for Business and Finance will review the recommendation with the Dean, who will make the final salary decision.
 - If the chair or supervisor reaffirms the original salary decision, the faculty member may appeal the decision to the Senior Associate Dean of the School of Pharmacy while the staff member may appeal the decision to the Assistant Dean for Business and Finance of the School of Pharmacy. The written appeal by faculty or staff member should be supported by appropriate evidence and documentation. The Senior Associate Dean or the Assistant Dean for Business and Finance will review the individual appeal and make a recommendation to the Dean, who will make the final salary decision.
4. The outcome of the appeal will be provided in writing to the faculty or staff member within 14 days of the original written request.