



UNLV Process for Requesting a Permanent Change to Base Salary for Academic and Administrative Faculty Based on Inequity and / or change in Job Responsibility or Function

The review of increases to base salary will be made through one of the following processes:

- Review Reason A: Requests Based on a Perceived Inequity among Similarly Situated Peers (not based on a protected class).
- Review Reason B: Requests Based on Perceived Inequity (based on a protected class)
- Review Reason C: Requests Based on Significant Change in Job Responsibilities

Final action for each of the “Review Reasons” is made by the appropriate Vice President, the Executive Vice President and Provost, or the President and communicated to the employee.

Appeal Process

Nonacademic Faculty

Should the employee desire to “appeal” the salary decision of the Vice President, the Executive Vice President and Provost, or the President they may do so under the provisions of the UNLV Bylaws found in Section 13. Appeals for Nonacademic Faculty on Personnel Matters; which states:

13.1 Right to Request Reconsideration. Nonacademic faculty members have the right to request reconsideration of personnel actions denying salary increases, promotion or reappointment in accordance with the Nevada System of Higher Education Code (see Chapter 5, Section 5.2.4). (Salary increases include merit awards.)

Please note that “denial” includes the denial of a higher amount than that approved. As such, the following process is used to appeal an increase of zero and/or any increase that is less than the employee thinks appropriate.

The UNLV Bylaws outline the process for appeal in two steps, these steps include:

13.2.1 Written Request for Reasons of Denial. A nonacademic faculty member who has been denied a salary increase, reappointment, or promotion may, within 15 calendar days after notification of such denial, provide a written request to the department chair, supervisor or dean who rendered the negative decision asking for a statement in writing of the reasons for the denial. The response must be received by the non-academic faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons. (See Nevada System of Higher Education Code, Chapter 5, Section 5.2.3.)

13.2.2 Reconsideration of Denial. Within 15 calendar days after the receipt of the written reasons for the denial of salary increase, reappointment, or promotion, a non-academic faculty member may request reconsideration of such denial. The request shall be submitted to the

faculty member's supervisor together with the reasons, arguments and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular channels with recommendations from each administrative level for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations. If the president decides to recommend promotion to Rank III or Rank IV, the final decision must be made by the Board of Regents. Except for denial of reappointment, if the denial is not reversed after reconsideration, the faculty member may petition the Faculty Senate Grievance Committee (UNLV Bylaws, Chapter I, Section 4.6.6 and Chapter III, Section 20.) (B/R 3/03)

Assistance with respect to a grievance through the Faculty Senate Grievance Committee is available from the Office of the Faculty Senate via (702) 895-3689. Additionally, the Administrative Faculty Committee has provided content on Appeals of Nonacademic Faculty on Personnel Matters at the following url: <https://www.unlv.edu/afc/grievance>

Academic Faculty

Should an Academic Faculty member desire to “appeal” the salary decision of the Vice President, the Executive Vice President and Provost, or the President they may do so under the provisions of the UNLV Bylaws found in Section 6.4, 6.5 and 6.6; which state:

6.4 Reasons for Personnel Action Denials. In accordance with the Nevada System of Higher Education Code, Chapter 5, Section 5.2.3, a faculty member may request the reasons for denial of appointment with tenure, salary increases, promotion or reappointment. (Salary increases include merit awards.) Also see UNLV Bylaws, Chapter III, Section 16.8.

6.5 Reconsideration of Personnel Action Denials. In accordance with the Nevada System of Higher Education Code, Section 5.2.4, a faculty member may request reconsideration of any personnel action denying appointment with tenure, salary increases, promotion or reappointment. (Salary increases include merit awards). Also see UNLV Bylaws, Chapter III, Section 16.9.

6.6 Grievances. Any academic faculty member has the right to file a grievance personnel decisions which may result in adverse impact on the employment conditions relating to promotion, salary increases (including merit), and appointment with tenure. This does not apply to nonreappointment of a probationary faculty member. The Faculty Senate Grievance Committee process may be initiated only after the faculty member has requested reconsideration and the request has proceeded through regular administrative channels to the Executive Vice President and Provost. (See Chapter I, Sections 4.6.6 and 4.6.11 and Chapter III, Section 20. Also see Nevada System of Higher Education Code, Chapter 5, Section 5.7.) (B/R 3/03)

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