

The University of Michigan – Flint
University Human Resources

Faculty Equity Review Form

(Tenure track/non tenure track and bargained-for positions)

The purpose of this form is to formally request an equity review for a current faculty member. The result of the review could be a recommendation of equity or no equity adjustment. The information contained in this document should include the content of a job - including job functions, duties, scope, and the minimum and preferred qualifications. The statements included in this description are intended to reflect the general nature and level of work assigned to this position and should not be interpreted as all-inclusive.

Procedure Steps:

1. Faculty member's Dean or Director completes all sections of the form and signs authorizing an equity review of the classification.
2. Supervisor submits the request for review to the Dean and the Dean's **signs to authorize University Human Resources' review.**
3. Supervisor submits review form to University Human Resources, **Attn: Lori Burger, 213 UPAV.**
4. Request is submitted to Provost for approval, the result is communicated to the supervisor and paperwork is signed and processed by University Human Resources.
5. HR conducts review which includes discussions with the supervisor. After review is complete, result of review is communicated to the Dean.
6. The effective date of changes will generally be the first day of the pay period following the final approval by the Executive Officer and University Human Resources.

Part One – Please provide an explanation as to why the review is needed. (Example: Information on, reorganization of department, equity within the institution, outside organization credentials etc).

Part Two – Employee and Supervisor Information

Employee Name:	UMID :	
Current Title :	Dept ID	Phone
Supervisor :	Supervisor Title:	
Supervisor Phone	Supervisor Email:	

Part two – Similar Positions at the University

List other University employees doing substantially the same work, if known. For equity reviews, please list the individuals you are comparing this position with.		
Name	Job Title	Department

Part Three – Similar Positions outside the University

List other University employees doing substantially the same work, if known. For equity reviews, please list the individuals you are comparing this position with.

Name	Job Title	Department

Part Four – Job Description

Job Function/Duties: For reclassification, please highlight changes and/or additions.

% of total effort:	Job Function/Duties:
100%	

Part Five – Qualifications in order to perform the job.

Include education, experience, licenses, registrations and certifications.

Does current employee have qualifications listed?	Yes or No
If No, please explain:	

Part Six - Other

Provide any additional comments or information not covered above.

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Part Seven – Funding plan for the position changes

How will changes in salary be funded?

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Authorization to Review Equity (Signatures below authorize University Human Resources to proceed with the review process)

_____ Supervisor's Signature	_____ Date
_____ Dean, Director or Authorized Representative's Signature	_____ Date
_____ Provost	_____ Date

HR's Recommendation and Final Approval:

Job Title:	Job Code:	Full Time Rate:
Working Title, if different from Job Title		Effort
Employee :		Effective Date:

Director – University Human Resources, Flint Campus

Date

University Human Resources Representative Name or Signature

Date

Provost Signature

Date