

## **ATTACHMENT 3: DEPARTMENT FACULTY IPEP INSTRUCTIONS AND FORM**

### **Guidelines of Faculty Compensation**

Identify which one(s) of the following are identified as the basis for the department equity review: compression within rank; compression between ranks; inversion within rank; inversion between ranks; other internal equity issues; or none. Chair/Dean may take into consideration any expected new hires in the upcoming year(s) when evaluating possible future compression or inversion within the department and identifying that principle(s) as the basis for the faculty equity review.

The Chair/Dean will provide a brief narrative identifying which of the Guidelines of Faculty Compensation is the most contributing determinant of departmental salary inequity. Narrative to be attached.

### **Actively Employed Eligible Faculty**

List all of the Actively Employed Eligible Faculty in the department. List the Faculty by ECU Identification number (number utilized in data provided by Institutional Research); do not identify Faculty by name.

### **Guidelines of Faculty Compensation Identified**

Using the "Guidelines of Faculty Compensation", specify for each Faculty member what guideline(s) are being addressed. Guideline(s) should be identified by letters provided in the Department Faculty IPEP Form, i.e., a, b, c, d, e, or f.

### **Factors to Consider to Evaluate Compensation Data**

Using the "Factors to Consider to Evaluate Compensation Data", specify for each Faculty member what factor(s) were used to determine if a Faculty member should or should not receive an equity adjustment. Factor(s) should be identified by numbers provided in the Faculty IPEP document, i.e., 1, 2, 3, 4, or 5.

Factor(s) identification must also include a **brief** explanation for each Faculty of the effect the Factor(s) had upon the determination of the equity adjustment. If Lack of Productivity is used as an explanation in Factor 2 or 3, appropriate documentation must be provided upon request of the IPEP Review Group. Do NOT attach such documentation to this form.

### **Dean/Chair and IPEP Review Group Recommendations for Adjustment**

For each listed Faculty member, place "Y" or "N" to indicate recommendation for adjustment.

### **Dean/Chair and IPEP Review Group Compensation Amount or Goal Recommendations**

For each listed Faculty member identified with a "Y" in the recommendation of adjustment column, place the recommended compensation amount or goal to be distributed to each Faculty member.