

University of Pittsburgh School of Law

Procedure for Appeal of Salary Decisions

Salary increase decisions for faculty and staff at the School of Law are based on individual performance and may be influenced by other factors as described in [University Policy 07-09-01](#). Requests for reconsideration of salary decisions must be in writing and must identify one or more of the factors described in [University Policy 07-09-01](#) as a basis for requesting reconsideration. Any request for reconsideration must be made within 30 days of the requesting staff or faculty member's receiving notification of a salary decision.

1. Faculty

A faculty member seeking reconsideration of a salary decision should submit to the Deans' Office a written request for reconsideration identifying and explaining the basis for the request. The Associate Dean for Academic Affairs, the Associate Dean for Research, and the Director of Administration, meeting together, will consider the request and make a written recommendation to the Dean regarding its disposition within 30 days of receipt of the request.

2. Staff

A staff member seeking reconsideration of a salary decision should submit to the Deans' Office a written request for reconsideration identifying and explaining the basis for the request. The Associate Dean for Academic Affairs, the Director of Administration, and the staff member's immediate supervisor, meeting together, will consider the request and make a written recommendation to the Dean regarding its disposition within 30 days of receipt of the request.

3. Final Review

Following the processes above, the final disposition of the requested reconsideration by the Dean will be provided in writing to the faculty or staff member making the request within 15 days of the Dean's receipt of the written recommendation regarding the appeal (see #1 and #2 above). In the case of requests for reconsideration by either faculty or staff members, the final appeal within the School rests with the Dean, subject to any University policy, procedure, or practice permitting or requiring review or approval of the Dean's decision by the Office of the Provost or another officer or body within the University.