

# Academic Affairs Forms

A centralized collection of key faculty forms—such as teaching credentials and equity review—used for official academic processes.

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# Faculty Equity Review

The **Request for Faculty Equity Review Form** at Arkansas State University-Jonesboro is a formal way for faculty members to request a review of their salary if they believe there may be an inequity compared to similarly situated colleagues.

## Who can use it?

This form is for full-time teaching faculty, including Professional Librarians, Instructors, and ranked faculty (Assistant, Associate, or Full Professors). To qualify for review, faculty must meet minimum service and evaluation history requirements:

- **Instructors and Professional Librarians:** Must have 5 years of consecutive reappointments and annual evaluations.
- **Assistant, Associate, or Full Professors:** Must have at least a 3-year annual evaluation history at A-State.

## What does the form require?

Faculty must provide:

1. **A description of the salary concern**, comparing their compensation to that of similarly situated colleagues (those with similar rank, years of service, etc.).
2. **Three years of productivity and/or merit reports**, documenting their performance.
3. The form must then be submitted to the **Department PRT (Promotion, Retention, and Tenure) Committee**, addressed to the Chair.

## How is the review handled?

Once submitted, the review follows a formal process:

- The **Department PRT Committee** reviews the request and forwards a recommendation to the **Department Chair**.
- The Chair makes an independent recommendation and passes both on to the **Dean**.
- The Dean also makes an independent recommendation and sends all materials to the **Provost and Vice Chancellor for Academic Affairs and Research** for final review.
- If a full equity analysis is needed, it is conducted by the **Office of the Provost**.

## Why this matters:

This process helps ensure fairness and transparency in faculty compensation and supports A-State's commitment to equity and accountability.

## Where to submit?

Submit hard copies of the form below to Kathy Hicks.

## Faculty Equity Review Form

### **Form can be seen below:**

Arkansas State University-Jonesboro  
Request for Faculty Equity Review

Date:

Name:

Faculty Status (check one): ☐ Professional Librarian ☐ Instructor ☐ Assistant Professor  
☐ Associate Professor ☐ Professor

Note: If Instructor or Professional Librarian is there a university history of 5 years of consecutive reappointments and annual evaluations? If Assistant, Associate, or Professor is there a minimum 3-year annual evaluation history with the university? \_\_\_\_\_

Title:

College:

Department or Program:

CIP Code\*:

CUPA Salary Rank\*:

\* Please see the A-State Faculty Handbook as to instructions for CIP Code and CUPA Salary rank.

Directions:

Provide the following two items in an attachment:

1. A description of the alleged salary inequity based on the salary and or salaries of similarly situated full-time teaching faculty (e.g., years of service, rank, etc.) in the program, department, or college referencing the current A-State budget. If there is no available comparison of similarly situated full-time teaching faculty note this in the space below (e.g., N/A).
2. Productivity and/or merit reports from the three most recent academic years.
3. Submit this form and all required documentation to the appropriate Department PRT Committee with attention to the Chair.

Note: As indicated in the A-State Faculty Handbook, an alleged salary inequity is first considered by the Department PRT Committee, which forwards a recommendation to the Department Chair, who makes an independent evaluation and forwards both recommendations to the Dean. An independent

evaluation/recommendation is then made by the Dean and directed to the Provost and Vice Chancellor for Academic Affairs and Research for final consideration. Should the need exist to conduct an equity analysis; it is completed in the Office of the Provost and Vice Chancellor for Academic Affairs and Research.

# Intent to Seek Emeritus Status

[Intent to Seek Emeritus Status PDF Form.pdf](#)