

March 4, 2011

ReNee S. Dunman  
Assistant Vice President  
Office of Institutional Equity & Diversity

Dear ReNee S. Dunman,

This paragraph identifies a comparable with similar duties or responsibilities that has a different ethnicity and/or gender.

I am requesting a review of my salary through the Salary Equity Process. I believe that my position, Director of ABC Center, should be reviewed with Director of XYZ Center. The current salary for the Director of XYZ Center Position is \$90,000 and for the current salary for the Director of ABC Center position is \$82,341. Both of these positions provide services in the health care arena with very similar responsibilities. My length of university service exceeds that of the current Director of XYZ Center which might also have some impact on the equity review. It should also be noted that when my predecessor XXX vacated the position of Director of ABC Center the salary associated with his position was more comparable to the current salary associated with the Director of XYZ Center although he also had more years of university service.

Thank you in advance for your assistance.

Sincerely,

XXX

XXXX

Example of a complete submission statement

March 4, 2011

ReNee S. Dunman  
Assistant Vice President  
Office of Institutional Equity & Diversity

Dear ReNee S. Dunman,

Thank you for your encouragement for the faculty to voice their concern about their salary. I would like to make it clear that I do not want to make any case against the dean or the department chair, both of which, I believe, handle the issue of equality quite well.

For some reason, however, my salary falls below the average of Associate Professors in the XXX department. My base salary so far is \$59,187.00 below the average of \$62,250 of Associate Professor in XXX. The reason that my current salary shows \$62,817 is because I am in charge of the XXX and have a stipend of \$XXX for that position. I am also in charge of the XXX, getting stipend of \$XXX for that position this year. Both stipends are listed separately from my salary, so my assumption is once I step down from these positions, these stipends will be taken from me, as well.

I am not sure whether your office is the right place for my case, because the Provost has made it clear that your office only address the issue of equality, not the issue of merit or compression. The reason I submit this request to you is that I do have some concern about my salary, but do not know where to start, or to whom I should talk to. Since I am a woman and a minority, maybe you can help me or direct me to the right place or right person. I came to ODU in 1996, and got my tenure in XXX. My teaching records and research publications are good, and I have been working very hard to establish and promote XXX.

Thank you for your time.

Sincerely,

XXX  
XXXX

This paragraph identifies a comparable in the same department that has a different ethnicity and/or gender.