

ANR Career Equity Review (CER) Process

The purpose of a Career Equity Review (CER) is to evaluate an academic's overall record, from initial appointment onward. It is to ensure that rank and/or step is commensurate to the academic's career achievements in the criteria associated with their specific academic title series.

The CER is a mechanism to correct a substantial inequity with respect to rank and step; it is not a salary appeals process. Guidance for the salary appeals process is found in the [ANR Policy and Procedure Manual Section 315, Advancement](#).

I. Eligibility

1. Academics are eligible to submit a career equity review once within his/her career progression. Alternatively, academics may utilize, when eligible, the acceleration review process to address perceived inequity issues.
2. A career equity review is not available to academics advancing to or within Above Scale status.
3. The decision to request a career equity review rests with the academic. An ad hoc committee is typically assembled to review and provide a written recommendation to the Associate Vice President.

II. Criteria

An academic may request a career equity review for one of the following reasons:

- a. The total record warrants acceleration even though the current review period may not support the requested adjustment.
- b. Previous work or contributions performed with ANR were not properly evaluated or have been undervalued by reviewing agents (i.e. next level supervisor, ad hoc committee, or peer review committee).
- c. The academic's rank and step at initial appointment was inappropriately low, and was not commensurate with accomplishments at the time of hire. Academics are must present issue for review within the first six years of ANR employment. Note, this justification does not apply to cases when a lower rank is advertised in the position vacancy announcement and the candidate/academic accepts the job based on this stipulation during the hiring process.

III. Procedures

1. An academic may submit a written request for a career equity review. When feasible, a letter from the academic's direct supervisor (*i.e. county director or statewide program director*) should be included with the request. All requests are to be submitted to the Academic HR Office (AHR). AHR will review such requests with the Vice Provost.
2. The request shall identify specific areas of the record that were not properly evaluated or given proper credit. Additionally, the academic shall specify the rank and step for which he/she wishes to be considered and provide appropriate analysis. This process should be used if the academic perceives the inequity to be of one or more "Steps" within the rank or demonstrate a promotion is appropriate.
3. A career equity adjustment that involves a promotion to Step VI or all upper level merits; including advancement to above scale will require extramural letters in accordance to ANR procedures.
4. If a career equity review is approved, the academic will be notified of an anticipated schedule to submit the next advancement case based on normal career progression.

IV. Authority

The final decision for a career equity review resides with the Associate Vice President of ANR.

V. Restrictions

1. The effective date of any changes to rank and step will be the same for regular reviews (*i.e. July 1st*).
2. Decisions that are a result of a career equity review determination will not be applied retroactively.