



Faculty Salary Equity Program User Guide

(For Faculty Requestors)

*Last update 1/29/26; additional information will be forthcoming as remaining
Faculty Salary Equity Program deadlines approach.*

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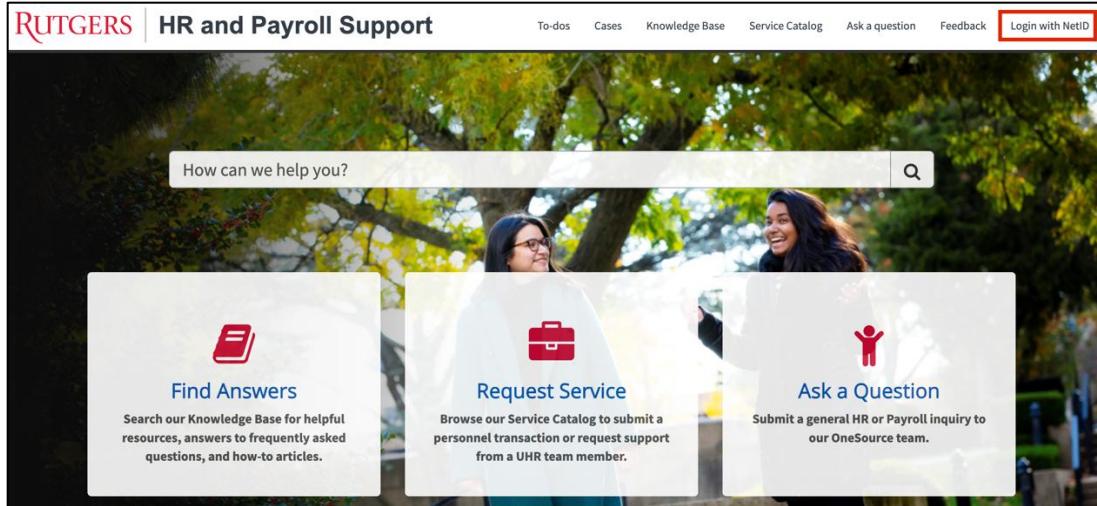
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Part I - How to Submit a Faculty Salary Equity Review Request

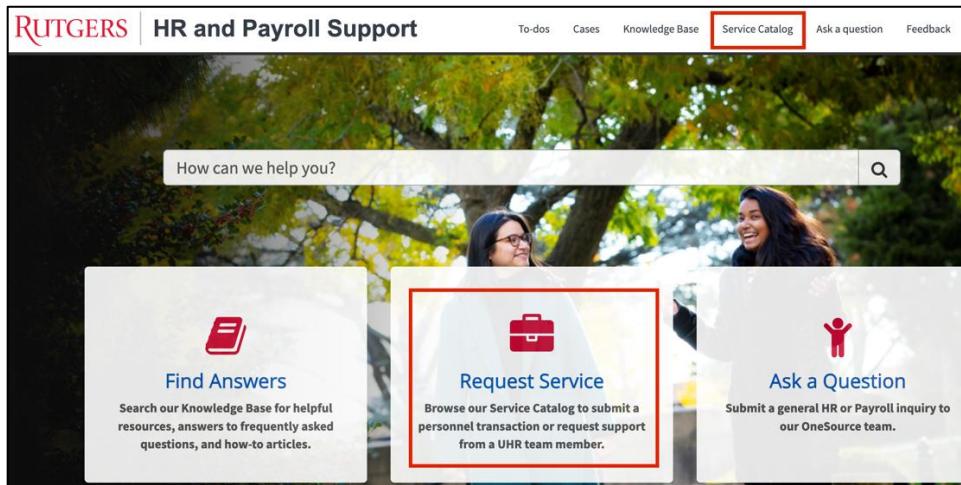
A faculty member requesting a pay equity adjustment must submit a written request with supporting documentation to the Dean and to Compensation Services via the [HR/ Payroll Self-Service Portal](#).

Listed below are the navigation steps:

1. Navigate to the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>) and click “**Login with NetID**.”



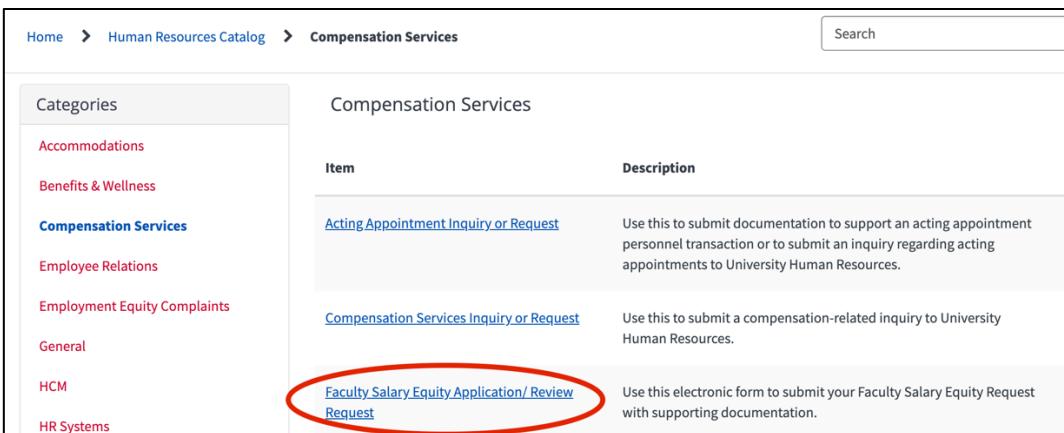
2. Click “**Service Catalog**” on the top menu bar or “**Request Service**.”



3. Click the “**Compensation Services**” tile.



4. Click “**Faculty Salary Equity Application/Review Request**” to begin the submission of the application form.

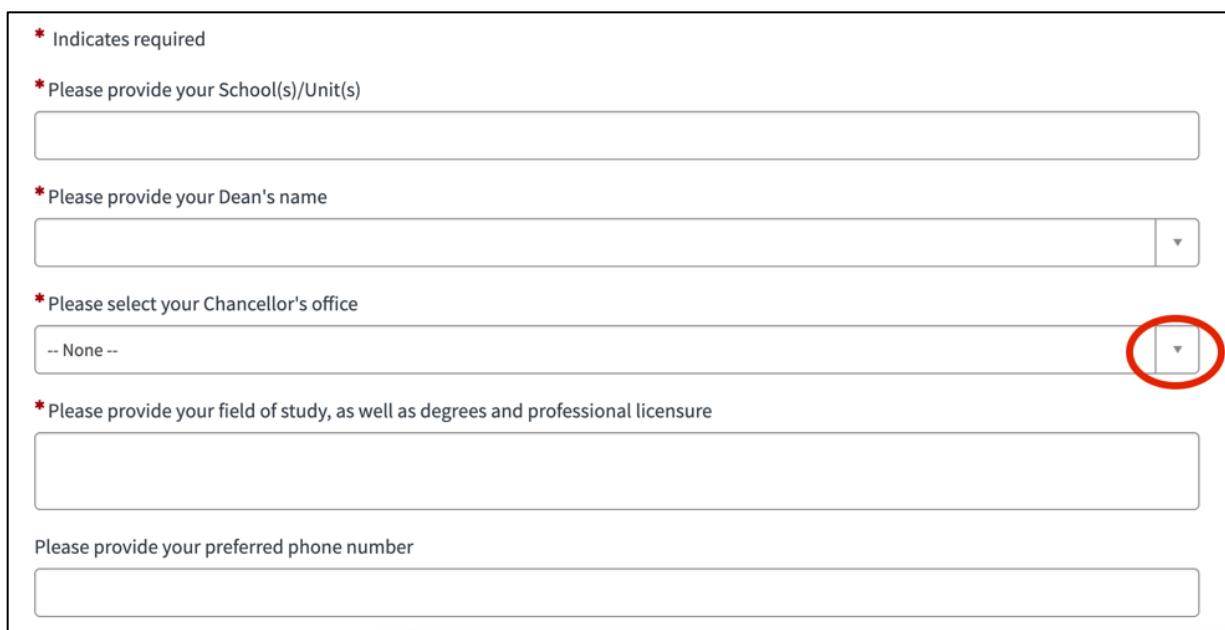


The screenshot shows a navigation menu on the left with categories: Accommodations, Benefits & Wellness, Compensation Services (which is bolded), Employee Relations, Employment Equity Complaints, General, HCM, and HR Systems. To the right is a table titled 'Compensation Services' with columns 'Item' and 'Description'. It lists three items: 'Acting Appointment Inquiry or Request', 'Compensation Services Inquiry or Request', and 'Faculty Salary Equity Application/Review Request'. The 'Faculty Salary Equity Application/Review Request' link is circled in red.

IMPORTANT NOTE: *Prior to submitting your request, be sure that you have all required information and documentation prepared, clearly labeled, saved to the device that you are using to submit your request and that you are ready to submit your request in its entirety, as you will be unable to save a draft for later submission. Navigating away from the request form will require you to restart your request from the beginning.*

5. Complete the form by entering information in the listed field boxes.

- To select a **Dean**, start typing their name or NetID. A list will be generated, and within the list you will see the Dean's name, NetID, job title and department. Once you find the individual you are looking for, click on the name.
- Click on the arrow button to select your **Chancellor's Office**.



The form contains several input fields with asterisks indicating required fields:

- * Please provide your School(s)/Unit(s) (text input field)
- * Please provide your Dean's name (text input field)
- * Please select your Chancellor's office (dropdown menu, with the arrow button circled in red)
- * Please provide your field of study, as well as degrees and professional licensure (text input field)
- Please provide your preferred phone number (text input field)

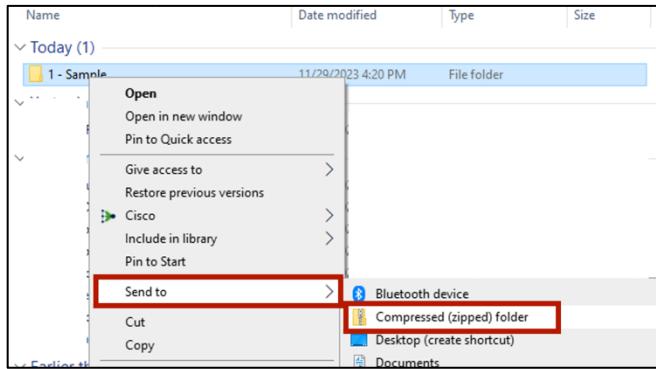
6. Continue completing the form by entering information in the listed field boxes.

- *Additional/helpful information is provided by clicking on the question marks that appear throughout the application process.*
- *If you prefer to upload an attachment detailing the reason for your request, please enter “see attached” in the “Please provide a factual statement detailing the reason for this request” field.*

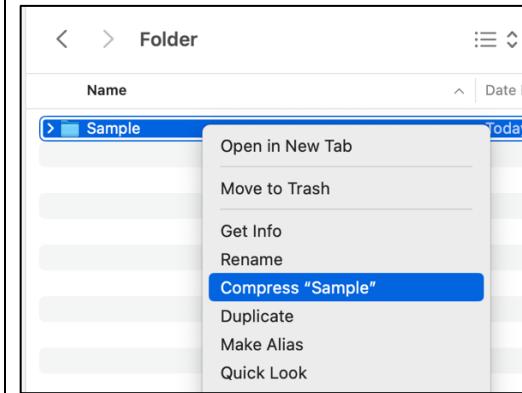
7. You may upload supporting documentation by clicking on the “**Upload**” button below and selecting the document you wish to submit with your request. Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:

- Create a folder of all the files you want to add to your zip file
- Add in all the documents you want included into that new folder
- Right-click on the folder and depending on your operating system click applicable “Compress” feature

Microsoft Windows = “Compressed (zipped) folder”



Apple macOS = “Compress ‘Folder_name’”



You must upload a copy of your current CV by clicking on the “**Required - Upload**” button.

Supporting Documentation ?

All supporting documentation must be clearly labeled. Supporting documentation may include but need not be limited to: teaching, research, clinical service achievements and accomplishments; other relevant productivity and performance indicators; information regarding quality and/or significance of the publication outlets in which your work appears; notable courses and curriculum development and service to the University, the profession, and the public; specific institutional and individual faculty comparators; and education, individual training, specialty, sub-specialty, professional experience, unique skillsets, duties, performance, achievements, awards, and any other additional or unique information or experiences relevant to this request.

Should you have multiple documents to attach, please compress all documents into a single zip file. See the user guide under "Forms" at the bottom of this page for instructions.

Upload

* My current curriculum vitae ?

Please be sure to clearly label your CV. *

Required - Upload

8. In the next section, you will be asked if you have faculty comparators to submit. Click on the arrow to select “Yes” or “No.”

* Do you have faculty comparators to submit? ?

It is highly recommended that you select at least one faculty comparator when submitting this request. *

-- None --

-- None --

Yes

No

-- None --

9. If you answer “**Yes**,” you will be asked to submit as many or as few comparators in support of your request. To do so, click on the “**Faculty Comparators**” field and type the name of your comparator, select the appropriate person in the drop down. Repeat this step to select additional comparators. You will also be required to provide overall comments on the comparators you entered. If you provided comments on your comparators in the uploaded documents, please enter “see attached” in the “**Comments**” field.

* Faculty Comparators  

Please submit as many or few faculty comparators in support of your request. 

* Comments  

If you have identified faculty comparators to include as part of your salary equity request, please provide a detailed explanation of how their academic credentials and profile compare to your own (e.g., scholarly activity, service, teaching, research, prominence in field, clinical practice, specialty, etc.). 

10. Select the “**Consideration Date**” for your application.

* Consideration Date  

Indicate whether the application shall consider the equity compensation on: (1) the date of application to Compensation Services; or (2) January 2 of the preceding calendar year. Such selected date is the “Consideration Date” 

-- None --

-- None --

Date of Application

January 2 of the Preceding Calendar Year

11. Once done, click the “**Submit**” button on the right side of the screen (*The button will be enabled after you have completed all required fields on the application form, including completion of the certification at the bottom of the form*).

- If you click the “**Submit**” button prior to completing all the mandatory fields, an error message will be displayed to notify you which fields still need to be filled in.
 - Below the “**Submit**” button there will be a list of the required information needed to submit the application.

* I certify that  

I have clearly labeled and attached any and all additional documentation to support my request (if applicable). The information provided within this request is true and accurate and I understand that answering “Yes” to this question serves as my signature. 

-- None --

-- None --

Yes

Required information

Please provide your School(s)/Unit(s)

Please provide your Dean's name

Please select your Chancellor's office

Submit

12. Upon successful completion of your application for a faculty salary equity review, you will be redirected to a confirmation page that will provide your case number and show the current workflow status, along with the history of your request. You and the Dean you selected will also receive a notification to your standard Rutgers email address to confirm your application was submitted.

Home > My Request - HRC0742011

Faculty Salary Equity Application/ Review Request case

Opened by Subject Person Opened for

Case Details Case Comments and History Case Attachments

Your request has been submitted

Number: HRC0742011
 State: Ready
 Workflow status: Under Dean review
 Functional Area: Compensation
 Functional Area Subtopic: Faculty Salary Equity
 Description(description): The following fields have been provided: Please provide your School(s)/Unit(s): SMLR

13. You may check on the status of your case throughout the process. Navigate to the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>) and login using your NetID and Password. Click on the “Cases” tab at the top of the screen.

RUTGERS | HR and Payroll Support

To-dos 2 Cases (highlighted) Knowledge Base Service Catalog Ask a question Feedback

14. Your case will appear under “My HR Requests”. You may click on the appropriate case number to view the case details, including all information submitted to date.

RUTGERS | HR and Payroll Support

To-dos 2 Cases Knowledge Base Service Catalog Ask a question

Home > My HR Requests Search

My HR Requests

View: Open Search open requests

Faculty Salary Equity Application/ Review Request case
HRC0741980 Ready 2h ago

You may reach out to University Human Resources by going into the case and clicking the “Case Comments and History” tab to leave a comment on your case.

Faculty Salary Equity Application/ Review Request case

Opened by Subject Person Opened for

Case Details Case Comments and History (highlighted) Case Attachments

Type your message here...

Part II – Faculty Member’s Review of Dean’s Comments

Once the Dean’s written comments in response to the salary equity request are available to review, the faculty requestor will receive an email with the subject line “**ATTENTION: Review of the Faculty Salary Equity Request case [Case #] for [Faculty Requestor’s Name]**” to review the Dean’s comments.

1. Click on the “**Faculty member’s review of Dean’s comments**” webform link within the body of the email. If you are not already logged into the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>), you will be redirected to the Rutgers CAS page to login with your NetID and password.
2. Once you are logged in, the webform page will open where you will be able to review the Dean’s written comments and provide your response to the Dean’s review if you choose to do so.
 - You may also navigate to the “**Faculty member’s review of Dean’s comments**” webform by logging into the [HR/ Payroll Self-Service Portal](#), and clicking “**To dos**” on the top menu bar. The number references the number of cases awaiting your review.



- Click on task you want to review, then click the “**Faculty member’s review of Dean’s comments**” webform link on bottom of the screen to review the Dean’s comments.

My tasks

Open	Completed
View the Dean's comments and submit a response to their comments if needed. HRC0735747 - Faculty Salary Equity Application/ Review	<p>View the Dean's comments and submit a response to their comments if needed.</p> <p>HRC0735747 - Faculty Salary Equity Application/ Review Request case</p> <p>HRT0254204</p> <p>Details Task Comments and History</p> <hr/> <p>In accordance with the negotiated agreement between the University and the Union, you may submit a response to the Dean's comments.</p> <p>If you choose to submit a response, comments must be submitted no later than (Deadline date will be provided here)</p> <p>To review the Dean's comments, case details, and submit your response, please complete the "Faculty member's review of Dean's comments" webform.</p>

3. Once you are on the webform you will see all the details of the Dean's review and if you chose to, you may submit a response to the Dean's comments.
 - a. *The Case field shows the associated task and case related to the faculty salary equity application.*
 - i. *The task (HRT) number is created for the faculty requestor to provide their response.*
 - ii. *The case (HRC) number refers to the faculty member's original case number).*
 - b. The “Deadline” field provides the last day the faculty requestor can review the Dean's comments and submit a response.

Faculty member's review of Dean's comments

* Indicates required

The Dean's written comments in response to your request for a salary equity adjustment appear below.

In accordance with the negotiated agreement between the University and the Union, you may choose to submit a response to the Dean's comments to Compensation Services and to the Dean. If you choose to submit a response, comments must be submitted no later than the stated deadline by completing the field at the bottom of this screen.

If you choose not to submit a response, please close this page when you have finished reviewing the Dean's comments. If, at a later time, and prior to the deadline, you decide to submit a response you may do so by clicking “To-dos” on the top menu bar and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

IMPORTANT! Please be sure that you have entered all the required information prior to submitting your response as you will only be able to submit this form one time.

Note: You will be unable to save a draft for later submission. Navigating away from the page will require you to restart the webform from the beginning.

Deadline
04-25-2023

* Case
HRT0254204 | HRC0735747

4. Review the details concerning the “**Faculty Comparators**” on the table to see the Dean's assessment and comments regarding each comparator provided by the Faculty Requestor, as well as any comparators added by the Dean.
 - You will also see if the Dean supports or does not support the request, along with their overall comments

Faculty Comparators

Submitted By	Comparator	Dean Assessment	Dean Comments
Dean	Comparator's name	Agree	Dean's response will be provided here
Faculty Requestor	Comparator's name	Does not agree	Dean's response will be provided here

Dean's Support
Supported

Dean's Overall Comments:
Dean's response will be provided here

5. If you choose to provide feedback to the Dean, you may enter it on the “**Please provide your response to the dean’s comments if applicable**” field. You may also attach supporting documentation for review by clicking on the “**Upload**” button.

*Please provide your response to the dean's comments if applicable ?

Please use the space below to provide your feedback to the Dean regarding the comments they left on your request. X

Additional Supporting Documentation for Dean's Review ?

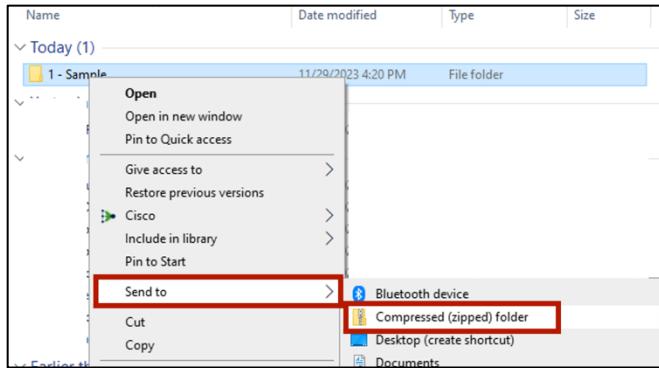
Should you have multiple documents to attach, please compress all documents into a single zip file. See the user guide under "Forms" at the bottom of this page for instructions X

Upload

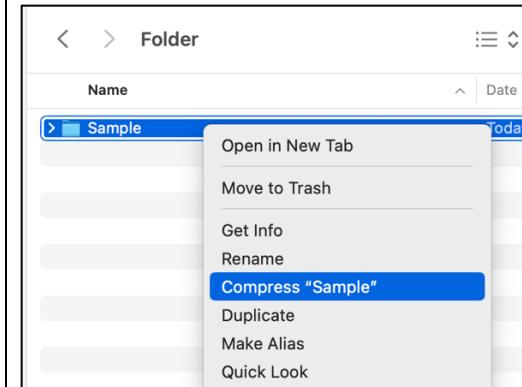
Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:

- a. Create a folder of all the files you want to add to your zip file
- b. Add in all the documents you want included into that new folder
- c. Right-click on the folder and depending on your operating system click applicable “Compress” feature

Microsoft Windows = “Compressed (zipped) folder”



Apple macOS = “Compress ‘Folder_name’”



Note: If you choose not to submit a response, please close the webform page when you have finished reviewing the Dean’s comments. If, at a later time, and prior to the deadline, you decide to submit a response you may do so visiting your “[To-dos](#)” page and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

6. Click the “**Submit**” button on the right side of the screen if you wish to provide a response to the Dean.

- If you click the “**Submit**” button prior to completing the mandatory field(s), an error message will be displayed.
- **IMPORTANT NOTE: Please be sure to enter all required information prior to submitting your response. You will be unable to save a draft for later submission. Navigating away from the webform will require you to restart your review/response from the beginning.**

Submit

Required information

Please provide your response to the dean's comments if applicable

Part III – Faculty Member’s Response to Dean/CS Equity Review or Confirmation of Non-Support

Once the Dean and Compensation Services complete their salary equity review, the faculty requestor will receive an email to review the recommendation of the Dean or confirmation of Dean's non-support from Compensation Services.

1. Click on the "**Faculty Response to Dean/CS Equity Review or Confirmation of Non-Support**" webform link within the body of the email. If you are not already logged into the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>), you will be redirected to the Rutgers CAS page to login with your NetID and password.
2. Once you are logged in, the webform page will open.
 - You may also navigate to the "**Faculty Response to Dean/CS Equity Review or Confirmation of Non-Support**" webform by logging into the [HR/ Payroll Self-Service Portal](#), and clicking "**To dos**" on the top menu bar. The number references the number of cases awaiting your review.



- Click on task you want to review, then click the "**Faculty Response to Dean/CS Equity Review or Confirmation of Non-Support**" webform link on bottom of the screen.

My tasks	
Open	Completed
Submit your comments to the Chancellor if needed HRC1138796 - Faculty Salary Equity Application/ Review Request case for HRT0427068 Due in 1 day ! Due in 1 day	<p>Submit your comments to the Chancellor if needed</p> <p>HRC1138796 - Faculty Salary Equity Application/ Review Request case for HRT0427068 Due in 1 day</p> <p>Details Task Comments and History</p> <p>If you wish to submit comments to the Chancellor regarding the recommendation of the Dean or confirmation of Dean's non-support from Compensation Services, please do so below prior to Deadline date completing the "Faculty Response to Dean/CS Equity Review or Confirmation of Non-Support" webform.</p> <p>Please be sure to submit all comments at the same time as this is a one-time opportunity to submit comments to the Chancellor.</p>

3. Once you are on the webform you will be able to accept the determination from the Dean to move forward with the Chancellor review, or you may provide comments to the Chancellor.
 - a. *The Case field shows the associated task and case related to the faculty salary equity application.*
 - i. *The task (HRT) number is created for the faculty requestor to provide their response.*
 - ii. *The case (HRC) number refers to the faculty member's original case number).*
 - b. The “Deadline” field provides the last day the faculty requestor can review and submit a response.

Faculty Response to Dean/CS Equity Review or Confirmation of Non-Support

In accordance with the negotiated agreement between the University and the Union, you may submit comments to the Chancellor regarding the recommendation of the Dean or confirmation of Dean's non-support from Compensation Services.

If you choose to submit comments, they must be submitted no later than the stated deadline.

IMPORTANT! Please be sure that you have entered all the required information prior to submitting your response as you will only be able to submit this form one time.

Note: You will be unable to save a draft for later submission. Navigating away from the page will require you to restart your request from the beginning.

* Indicates required

Deadline

10-15-2025

Case

HRT0427068 | HRC1138796

4. If the Dean has provided a recommendation to the Chancellor, the faculty member can select if they wish to accept the Dean's recommendation provided by Compensation Services and would like to move forward with the Chancellor review or choose to provide comments to the Chancellor.

* Do you accept the recommendation of the Dean provided by Compensation Services and would like to move forward with the Chancellor review, or do you choose to provide comments to the Chancellor?

I accept the recommendation provided by Compensation Services and the Dean

I choose to provide comments to the Chancellor

If Compensation Services did not conduct a review of your salary equity adjustment request due to the Dean not supporting the salary equity adjustment request, the faculty member can select if they wish to accept the confirmation of Dean's non-support from Compensation Services and would like to move forward with the Chancellor review or choose to provide comments to the Chancellor.

* Do you accept the confirmation of Dean's non-support from Compensation Services and would like to move forward with the Chancellor review, or do you choose to provide comments to the Chancellor?

I accept confirmation of Dean's non-support from Compensation Services

I choose to provide comments to the Chancellor

If the faculty member selects “**I choose to provide comments to the Chancellor**”, a text field will appear to enter their response and an attachment field will appear to upload any additional supporting documentation. Please note, there is no need to attach documents previously submitted as these are now part of your case and will be forwarded to the Salary Equity Review Committee (SERC), along with your comments to the Chancellor.

* Do you accept the recommendation provided by Compensation Services and the Dean and would like to move forward with the Chancellor review, or do you choose to provide comments to the Chancellor?

I accept the recommendation provided by Compensation Services and the Dean

I choose to provide comments to the Chancellor

* Comments to the Chancellor

If applicable, click the button below to submit attachments ?

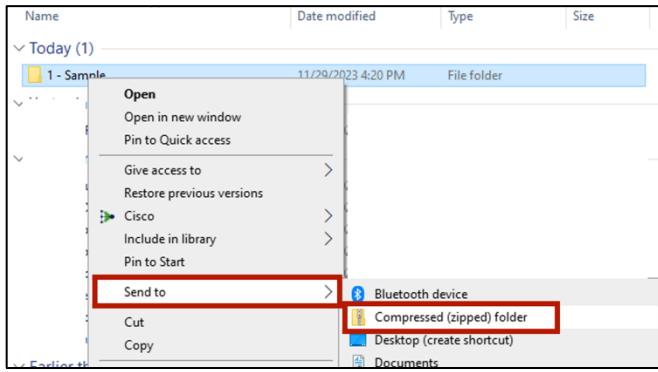
Please note, there is no need to attach documents previously submitted as these are now part of your case and will be forwarded to the Salary Equity Review Committee (SERC), along with your comments to the Chancellor. X

Upload

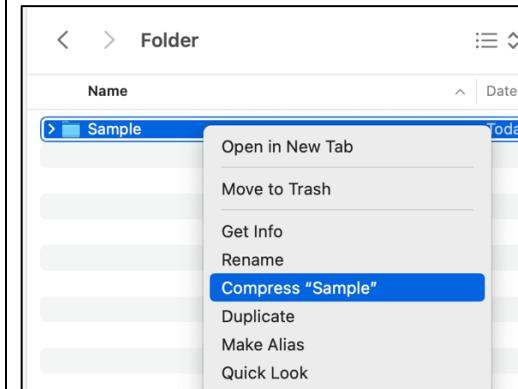
Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:

- a. Create a folder of all the files you want to add to your zip file
- b. Add in all the documents you want included into that new folder
- c. Right-click on the folder and depending on your operating system click applicable “Compress” feature

Microsoft Windows = “Compressed (zipped) folder”

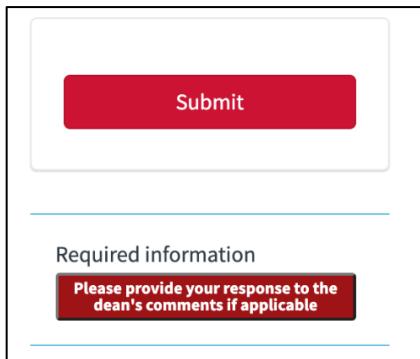


Apple macOS = “Compress ‘Folder_name’”



Note: If you choose not to submit a response, please close the webform page. If, at a later time, and prior to the deadline, you decide to submit a response you may do so visiting your “[To-dos](#)” page and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

5. Click the “Submit” button on the right side of the screen if you wish to provide a response.
 - *If you click the “Submit” button prior to completing the mandatory field(s), an error message will be displayed.*
 - ***IMPORTANT NOTE: Please be sure to enter all required information prior to submitting your response. You will be unable to save a draft for later submission. Navigating away from the webform will require you to restart your review/response from the beginning.***



Part IV – Faculty Member’s Response to the Chancellor Decision

Upon receipt of the Chancellor's determination, the faculty requestor will receive an email to accept the Chancellor's decision or submit an appeal of the Chancellor's decision to the Executive Vice President for Academic Affairs (EVPA).

1. Click on the "**Faculty's Response to Chancellor's Decision**" webform link within the body of the email. If you are not already logged into the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>), you will be redirected to the Rutgers CAS page to login with your NetID and password.
2. Once you are logged in, the webform page will open.
 - You may also navigate to the "**Faculty's Response to Chancellor's Decision**" webform by logging into the [HR/ Payroll Self-Service Portal](#), and clicking "**To dos**" on the top menu bar. The number references the number of cases awaiting your review.



- Click on task you want to review, then click the "**Faculty's Response to Chancellor's Decision**" webform link on bottom of the screen.

My tasks	
Open	Completed
<p>Provide a response to the Chancellor's decision</p> <p>HRC0829362 - Faculty Salary Equity Application/ Review Request case for HRT0287767</p> <p>Provide a response to the Chancellor's decision</p> <p>HRC0829362 - Faculty Salary Equity Application/ Review Request case for [redacted]</p> <p>Due in 363 days</p>	<p>Provide a response to the Chancellor's decision</p> <p>HRC0829362 - Faculty Salary Equity Application/ Review Request case for HRT0287767</p> <p>Details Task Comments and History</p> <p>To provide a response regarding Chancellor's determination letter, please complete the "Faculty's Response to Chancellor's Decision" webform prior to Deadline date</p>

3. Once you are on the webform you will be able to accept the Chancellor's decision or you may avail yourself of the appeal process by submitting an appeal to the Executive Vice President for Academic Affairs.
 - a. *The Case field shows the associated task and case related to the faculty salary equity application.*
 - i. *The task (HRT) number is created for the faculty requestor to provide their response.*
 - ii. *The case (HRC) number refers to the faculty member's original case number).*
 - b. The “Deadline” field provides the last day the faculty requestor can review and submit a response.

Faculty's Response to Chancellor's Decision

In accordance with the negotiated agreement between the University and the Union, you may accept the Chancellor's decision or you may avail yourself of the appeal process by submitting an appeal to the Executive Vice President for Academic Affairs.

Your acceptance of the Chancellor's decision shall constitute a waiver of your right to appeal the Chancellor's decision to the Executive Vice President for Academic Affairs and means that you are precluded from filing a grievance alleging a violation of Article 4 or alleging other violations of Article 8, Part Five of the Rutgers-AAUP-AFT Agreement.

If you choose to appeal your case, you can download the appeals form by navigating to the "Forms" section on the bottom of this page. Appeals must be submitted via the appeals form.

Your response must be submitted no later than the stated deadline.

If you choose not to submit a response at this time, please close this page. If, at a later time, and prior to the deadline, you decide to submit a response you may do so by clicking "To-dos" on the top menu bar and navigating to the task associated with your Faculty Salary Equity Application/ Review Request.

IMPORTANT! Please be sure that you have entered all the required information prior to submitting your response as you will only be able to submit this form one time.

Note: You will be unable to save a draft for later submission. Navigating away from the page will require you to restart your request from the beginning.

* Indicates required

HR Case

HRT0427073 | HRC1138796

Deadline to file an appeal of the Chancellor's decision to the Executive Vice President of Academic Affairs

05-01-2026

4. The faculty member can select whether they accept the Chancellor's decision, or do not accept the Chancellor's decision and choose to submit an appeal to the EVPAA.

* Do you accept the Chancellor's decision, or do you not accept the Chancellor's decision and choose to submit an appeal to the Executive Vice President for Academic Affairs (EVPA)?

I accept the Chancellor's decision and will not submit an appeal to the EVPA

I do not accept the Chancellor's decision and will submit an appeal to the EVPA

Forms



[Salary Equity Appeal Form](#)

Note: If you choose not to submit a response, please close the webform page. If, at a later time, and prior to the deadline, you decide to submit a response you may do so visiting your “[To-dos](#)” page and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

5. If the faculty member selects “**I do not accept the Chancellor's decision and will submit an appeal to the EVPAA**”, two attachment fields will appear to upload the “Salary Equity Appeal Form” and any additional supporting documentation. Please note, there is no need to attach documents previously submitted as these are now part of your case and will be forwarded to the EVPAA with your appeal form.

a. *You may download a blank copy of the “Salary Equity Appeal Form” on the bottom of the webform.*

*Do you accept the Chancellor's decision, or do you not accept the Chancellor's decision and choose to submit an appeal to the Executive Vice President for Academic Affairs (EVPAA)?

I accept the Chancellor's decision and will not submit an appeal to the EVPAA

I do not accept the Chancellor's decision and will submit an appeal to the EVPAA

*Please attach your appeal form [?](#)

To download a blank copy of the form see the "Forms" section below [X](#)

[Upload](#)

Additional Supporting Documentation [?](#)

Please note, there is no need to attach documents previously submitted as these are now part of your case and will be forwarded to the EVPAA with your appeal form.

Should you have multiple documents to attach, please compress all documents into a single zip file. See the user guide under "Forms" at the bottom of this page for instructions.

[Upload](#)

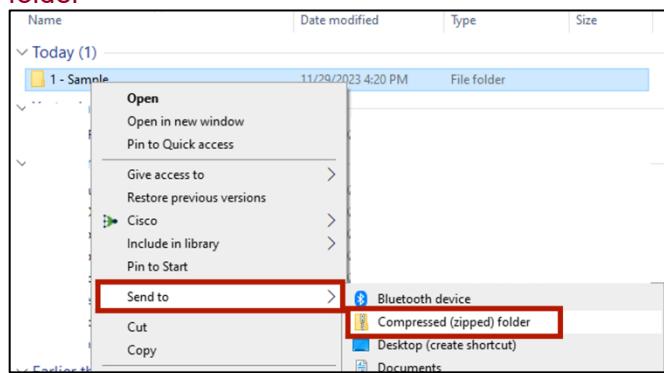
Forms

 [Salary Equity Appeal Form](#)

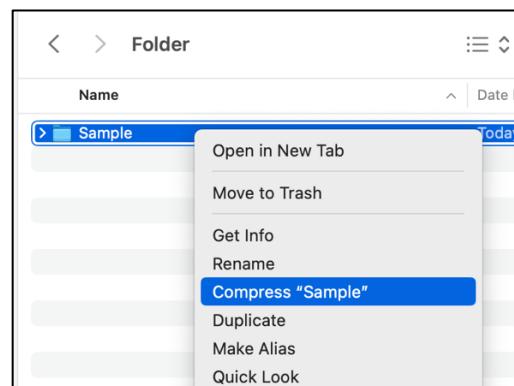
Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:

d. Create a folder of all the files you want to add to your zip file
 e. Add in all the documents you want included into that new folder
 f. Right-click on the folder and depending on your operating system click applicable “Compress” feature

Microsoft Windows = “Compressed (zipped) folder”



Apple macOS = “Compress ‘Folder_name’”



6. Click the “Submit” button on the right side of the screen if you wish to provide a response.
 - *If you click the “Submit” button prior to completing the mandatory field(s), an error message will be displayed.*
 - ***IMPORTANT NOTE: Please be sure to enter all required information prior to submitting your response. You will be unable to save a draft for later submission. Navigating away from the webform will require you to restart your review/response from the beginning.***

