

**School of Accountancy Procedures Governing Special Salary Adjustments
(Passed by SOA faculty on January 13, 2003)**

1. Any member of Bargaining Unit 07 (BU7) assigned to the School of Accountancy may submit a request for a special salary adjustment to the Dean of the College of Business as provided in the UHPA/BOR Agreement R-18, Procedures 1. The request shall be made using the University of Hawai'i Special Salary Request Form.
2. The Dean is expected to keep the original requests and forward a copy of the request to the Director of the School of Accountancy in a timely manner.
3. Within two weeks of the receipt of the copy of the request from the Dean's office, the Director of School shall notify the full-time faculty members of the School of Accountancy that the copy of special salary adjustment request is available for their inspection and comments. The Director may choose to provide a copy of the request to each individual full-time faculty. The Director must allow two weeks for SOA faculty members to provide their recommendations. The time when the school is not in session should be excluded from the above time periods.
4. Each faculty member may provide his/her recommendations directly to the Dean of the CBA. These recommendations may be placed in an unmarked envelope and then placed in another envelope with the faculty member's name and signature provided on the envelope. The Dean of College of Business would disregard the outer envelope when reviewing the faculty member's comments. This process will help to ensure that the comments of all faculty members are kept anonymous.
5. The Dean shall then process the request in a manner consistent with the UHPA/BOR agreement.
6. These procedures may be amended by a majority vote of the members of BU7 assigned to the School of Accountancy.