

MEMORANDUM

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To: Deans
Chairs and Directors of Academic Units
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cc: President
VicePresidents & Deputy Provost
Associate Provost (Equity and Academic Policies)
Associate Provost (Teaching and Academic Programs)
Associate Vice President (Human Resources)
Director, Total Compensation, Human Resources

From: Professor Christopher Manfredi
Provost and Executive Vice President (Academic)

Date: 8 February 2024

Subject: Academic Salary Policy FY2024-25

I am pleased to announce the FY2025 academic salary policy and related compensation components for eligible academic staff.

1.0 SCOPE

The academic salary policy and related compensation components apply to eligible academic staff appointed as:

- x tenure-track and tenured academic staff (professors and librarians);
- x ranked non-tenure-

a) Across-the-board salary adjustment (ATB)

Effective 1 June 2024, there will be an across-the-board increase of 1.00% applied to base academic salary (excluding stipends and awards) for all eligible academic staff as set out in the Implementation Guidelines.

b) Performance-based discretionary merit adjustment (Merit)

Effective 1 June 2024, there will be a performance-based discretionary merit increase (flat sum) applied to base academic salary (excluding stipends and awards) for eligible academic staff as set out in the Implementation Guidelines. The accompanying Implementation Guidelines related to the academic salary policy sets out the amount per merit category.

c) Anomaly or retention adjustments

Effective 1 June 2024, a retention of 0.6% (2) is applied to eligible academic staff as set out in the Implementation Guidelines.

f) Activity Reports

All academic staff are required to submit an annual activity report. While it is becoming less relevant over time, as in the past two years, academic staff may include with their annual activity reports a one page submission that explains any lasting impacts of the COVID-19 pandemic on their work activities, as explained in the [Guidelines for Assessing COVID-19's Impact on the Assessment of Academic Performance](#). These Guidelines were produced pursuant to the