

ACADEMIC SALARY POLICY IMPLEMENTATION GUIDELINES

JUNE 2019

1.0 OVERVIEW

1.1 FY2020 Academic Salary Policy

2.0 ELIGIBILITY FOR ACROSS-THE-BOARD AND MERIT INCREASES AND RETENTION OR ANOMALY ADJUSTMENTS

To be eligible for across-the-board and merit increases and retention or anomaly adjustments, the staff member must be employed in an **eligible academic classification** and must satisfy all of the **eligibility criteria** set out below. As well, they shall satisfy such other conditions detailed in these Implementation Guidelines.

2.1 Eligible Academic Classifications

The staff member must have an active employment status at one of the eligible academic classifications:

a) Tenure-Track and Tenured Staff:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Professor | <input checked="" type="checkbox"/> Librarian |
| <input checked="" type="checkbox"/> Associate Professor | <input checked="" type="checkbox"/> Associate Librarian |
| <input checked="" type="checkbox"/> Assistant Professor | <input checked="" type="checkbox"/> Assistant Librarian |

b) Ranked CAS and NTT :

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Professor (CAS) | <input checked="" type="checkbox"/> Librarian (NTT) | <input checked="" type="checkbox"/> Senior Faculty Lecturer (CAS) |
| <input checked="" type="checkbox"/> Associate Professor (CAS) | <input checked="" type="checkbox"/> Associate Librarian (NTT) | <input checked="" type="checkbox"/> Faculty Lecturer (CAS) |
| <input checked="" type="checkbox"/> Assistant Professor (CAS) | <input checked="" type="checkbox"/> Assistant Librarian (NTT) | |

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4.0 PERFORMANCE-BASED MERIT INCREASE

a) Performance-based Merit Increase Process:

Performance Reference Period

The period of evaluation for the merit assessment is **1 January 2018 to 31 December 2018**.

Distribution

The merit increase must be distributed according to the following flat amount categories set out in the Merit Grid appearing below.

A staff member's merit category is intended to reflect the staff member's performance and progress in carrying out his/her academic duties. Merit categories assigned for each reference period are included in the staff member's record with the University.

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5.0 ANOMALY OR RETENTION ADJUSTMENTS

Eligibility

Consideration for an anomaly or a retention salary increase is limited to the eligible staff members holding an active tenure-track or tenured appointment.

Guidelines

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