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To: Deans
Chairs and Directors of Academic Units
Academic Staff

cc: President
Vice-Presidents & 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 FY2024-25 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:

- tenure-track and tenured academic staff (professors and librarians);
- ranked non-tenure-track librarian staff, and ranked contract academic staff;
- academic associates and senior academic associates.

This salary policy does not apply to unionized staff.

2.0 SALARY POLICY**2.1 ELEMENTS OF SALARY POLICY**

The elements of this year's academic salary policy are as follows:

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 or anomaly adjustment will be added to the base annual academic salary (excluding stipends and awards) of eligible tenure track or tenured academic staff for whom a special request has been made by the Dean and approved by the Associate Provost (Equity and Academic Policies). All requests for a retention or anomaly adjustment must be mindful of internal equity, noting that the frame of reference for internal equity should be the given Department. For the purposes of this document, a “Department” includes:

- academic departments within Faculties;
- Institutes and Schools that are distinct academic units within Faculties;
- A Faculty, where the Faculty does not have academic departments; or
- in Faculties that do not have academic departments, areas of specialization clearly defined by the Faculty for the purpose of hiring and compensation (e.g., <https://www.mcgill.ca/desautels/research/specializations>).

d) Eligibility and exclusions

To be eligible for a salary adjustment, a staff member must hold an eligible academic appointment per section 1.0 above and must satisfy all of the eligibility criteria set out the Implementation Guidelines.

The across-the-board and performance-based merit increases, and any approved retention or anomaly increase will be applied to the 31 May 2024 base academic salary (without stipends or awards). Increases are not compounded and are not made retroactive.

e) Confirmation

The salary increases will be effective 1 June 2024 and will be reflected on the pay of 14 June 2024.

Confirmation of individual salary increases will be available to staff through Workday. The electronic confirmation will reflect the across-the-board increase, merit, and any anomaly or retention adjustments.

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 [Report of the Micro Task Force to Address COVID-19's Impact on Assessments of Academic Performance](#).

2.2 PROMOTIONAL INCREASE

A portion of the academic salary mass has been allocated to cover salary increases for librarians and professors (full-time ranked CAS professors and tenure-track or tenured professors) who are promoted to the rank of associate or full professor/librarian. This increase also applies to full-time faculty lecturers promoted to the rank of senior faculty lecturer or, exceptionally, to the rank of Assistant Professor (CAS), following the relevant promotion process. Upon promotion, the staff member will receive a \$7,500 increase (prorated for reduced loads) applied to their base academic salary.

2.3 PROFESSIONAL DEVELOPMENT ALLOWANCE

A Professional Development Allowance, funded separately and administered by the Office of the Provost and Executive Vice-President (Academic) or by the relevant Faculty, is also available.

Eligible staff members may be able to claim up to \$750 in expenses resulting from membership in scholarly societies, travel and registration for scholarly meetings, subscription to scholarly journals and scholarly books, and other expenses in support of their professional development during the period 1 May 2024 to 30 April 2025. The yearly allowance may be accumulated to a maximum of \$1,500 over a two-year period.

Eligibility criteria and conditions regarding the program may be obtained at: <https://www.mcgill.ca/apo/staff-guides/professional-development-fund>

3.0 QUESTIONS

- **Office of the Provost & Executive Vice-President (Academic):**
Concerning performance assessment and merit, the general application of the salary policy, and retention or anomaly issues: [Academic Personnel Office](#).
- **Human Resources:**
Concerning the list of eligible academic staff members and the implementation of these Guidelines: [Daniel Gélinas](#), Total Compensation (Human Resources).