

**OFFICE OF THE PROVOST**

James Administration Building, Room 600

Tel: (514) 398-3331

Fax: (514) 398-3219

**To** : Academic Staff

**From** : Anthony C. Masi, Provost

**Date** : 12 February 2010

**Subject** : **Academic Salary Policy Implementation 2009-2010**

The components of the 2009-10 academic salary adjustment envelope are as follows:

**Across-the-board increase**

Effective 1 June 2010, there will be an across-the-board increase of 0.5% for all eligible academic staff members.

**Merit award**

An amount equal to 3.15% of the total academic salary mass has been allocated for merit increases for eligible academic staff. Merit increases will be awarded to individuals strictly on the basis of their academic performance during the period 1 June 2008 to 31 December 2009, and will be based on one of the five flat-amount categories (\$0, \$750, \$2,000, 3,250 and \$4,500). The merit increase will take effect on 1 June 2010.

To be eligible for the across-the-board increase and merit award, staff members must have been officially appointed on or before 1 September 2009.

In addition, an amount equal to 1.5% of the academic salary mass is being reserved for the professional development fund for eligible academic staff members; for the University's contribution to the Faculty Club; and for allocations for promotional, anomaly and retention adjustments.

**Retention and Anomaly Envelope**

A special envelope of 0.3% of academic salary mass has been set aside to address issues of retention and anomaly. This envelope is critical to sustain our ability to compete for and retain our academic staff in an internationally competitive environment.

**Promotional Increase Envelope**

An amount representing 0.3% of academic salary mass has been allocated to cover salary increases for librarians and professors who are promoted to the rank of associate or full librarian/professor.

**Professional Development**

A Professional Development Allowance of up to \$500 is available, for eligible academic staff members, during the period from 1 June 2009 to 31 May 2010 to cover costs associated with memberships in scholarly societies, travel and registration for scholarly meetings, subscriptions to scholarly journals, and the purchase of scholarly books. In addition, the allowance may be used to reimburse expenses incurred for computer hardware and software. The program is administered by Financial Services. Details regarding the program, including application forms and contact information, may be obtained at <http://www.mcgill.ca/financialservices/pdf/>

Note that the yearly allowance of \$500 may be accumulated, to a maximum of \$1,500, over the three-year period from 1 June 2007 to 31 May 2010.

Together, with the contribution to the operation of the Faculty Club, these items represent a total envelope of 5.15% of McGill's current academic salary mass. These measures are designed to enhance McGill's competitiveness on nominal salary and total compensation.

**Salary Confirmation**

Confirmation of individual salary increases will be available through MINERVA. The electronic confirmation will reflect the across-the-board and merit increases, including anomaly and retention adjustments, if applicable. Salary increases will appear on the pay cheque of 15 June 2010.