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To: Academic Staff
From: Anthony C. Masi, Provost
Date: 10 February 2012
Subject: **2011-2012 Academic Salary Policy**

The components of the 2011-2012 salary adjustment envelope are as follows:

Across-the-board increase

Effective 1 June 2012, there will be an across-the-board increase of 1.2% for all eligible academic staff members.

Merit award

An amount equal to 2.3% 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 January 2011 to 31 December 2011 based on the established practices in their respective academic unit(s). It will be based on one of five flat-amount categories (\$0, \$750, \$1,600, \$2,450 and \$3,300). The merit increase will also take effect on 1 June 2012.

To be eligible for the across-the-board increase and merit award, staff members must have been officially appointed on or before 1 September 2011.

Retention and Anomaly Envelope

A special envelope of 0.35% 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 and to make adjustments in cases in which inequities have been identified.

Promotional Increase Envelope

An amount representing 0.30% 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 May 2011 to 30 April 2012 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. Financial Services administers the program.

Details regarding the program, including application forms and contact information, may be obtained at <http://www.mcgill.ca/financialservices/pdf/>

Note that the yearly \$500 allowance may be accumulated, to a maximum of \$1,500, over the three-year period from 1 June 2009 to 30 April 2012.

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 2012.