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To: Academic Staff
From: Prof Anthony C. Masi, Provost
Date: 15 January 2014
Subject: **FY2015 Academic Salary Policy**

I am pleased to report the outcome of the most recent discussions of the Committee on Academic Staff Compensation (CASC). We have reached an arrangement covering three fiscal years: FY2015, FY2016, and FY2017.

Of course, the final agreement must be approved by the Board of Governors as part of the budget submission this spring. However, the parameters have already received the assent of that body for purposes of financial planning for preparing the University's budget. Over the next three years, increases will represent 5.2%, 5.7%, and 6.2% of the salary mass of the professoriate.

While the details for the latter two years will be reviewed by CASC at the appropriate time on an annual basis, for fiscal year 2014-15, the following salary adjustments will apply:

1. Eligibility

The across-the-board increase and the merit award will apply to individuals who have been officially appointed to an academic or librarian position on or before 1 September 2013.

Across-the-board increases will be applied to current salary, and merit increases will be added subsequently. Neither the across-the-board increases nor the merit increases are retroactive, and both will be prorated where appropriate.

2. Across-the-Board Increase

Effective 1 June 2014, there will be an across-the-board increase of 1% for all eligible academic staff members.

3. Merit Award

An amount equal to 4.2% of the total academic salary mass has been allocated for merit increases for eligible academic staff.

Individuals will be awarded merit increases strictly on the basis of academic performance over the period from 1 January 2012 to 31 December 2013 (two years) based on established practices for such allocations in their respective academic units.

Consistent with past practice, CASC has established five flat-amount categories: [1] \$5400, [2] \$4000, [3] \$2600, [4] \$1200, and [5] \$0.

Merit increase will take effect on 1 June 2014.

4. Other Envelopes

a) Retention and Anomaly

A special envelope of academic salary mass will be 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.

b) Promotional Increases

Another envelope will be allocated to cover salary increases for librarians and professors who are promoted to the rank of Associate or full Librarian/Professor or Senior Faculty Lecturer (\$5000 flat amount for each promotion).

c) Professional Development Allowance (PDA)

A PDA of up to \$500 is available, for eligible academic staff members, during the period from 1 May 2013 to 30 April 2014. The PDA can be used 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.

The yearly \$500 allowance may be accumulated, to a maximum of \$1,500, over the three-year period from 1 May 2011 to 30 April 2014.

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

5. 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 13 June 2014.