

**Office of the Provost and Vice-Principal (Academic)
Bureau du vice-principal exécutif et vice-principal aux études**

McGill University
James Administration Building
845 Sherbrooke Street West
Room 504
Montreal, Quebec H3A 0G4

Université McGill
Pavillon de l'administration James
845, rue Sherbrooke Ouest
Bureau 504
Montréal, Québec H3A 0G4

Academic Personnel Office
academic.personnel@mcgill.ca
www.mcgill.ca/apo

To: Deans
Chairs and Directors of Academic Units
Academic Staff

cc: Principal
Deputy Provost and Vice-Principals
Interim Associate Vice-Principal (Human Resources)
Associate Provost (Academic Priorities and Resource Allocation)
Associate Provost (Equity and Academic Policies)
Director, Total Compensation, Human Resources

From: Professor Christopher Manfredi,
Provost and Vice-Principal (Academic)

Date: 7 February 2018

Subject: **Academic Salary Policy FY2018-2019**

I am pleased to announce the components of the FY2018-2019 academic salary policy and related compensation for eligible academic staff. The detailed implementation guidelines and timetable are attached, while their salient features are summarized below.

1.0 SCOPE

The components of the academic salary policy and related compensation 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 academic staff governed by a collective agreement.

2.0 SALARY POLICY

2.1 The components of the FY2018-2019 Academic Salary Policy amount to a **2.5%** increase in global base salary mass of eligible academic staff, as follows:

a) Across-the-board salary adjustment (ATB)

Effective 1 June 2018, there will be an across-the-board increase of **0.75%** 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 2018, 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.

c) Anomaly or retention adjustments

Effective 1 June 2018, a retention or anomaly adjustment will be added to the base annual academic salary (excluding stipends and awards) of eligible academic staff for whom a special request has been made by the Dean. All requests for a retention or anomaly adjustment must be related to issues of retention or internal equity, and approved by the Provost and Vice-Principal (Academic).

d) Eligibility and exclusions

To be eligible for the salary adjustments, a staff member must be employed in an eligible academic classification, and must satisfy all of the eligibility criteria as detailed in 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 2018 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 2018, and will be reflected on the pay of 8 June 2018.

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

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 a due evaluation process. Upon promotion, the staff member will receive a \$5000 increase 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 Vice-Principal (Academic), 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 any other expense in support of their academic activities during the period 1 May 2018 to 30 April 2019. 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 <http://www.mcgill.ca/apo/academic-staff/other-information/professional-development-fund>

3.0 QUESTIONS

Questions regarding the academic salary policy may be directed to the following offices:

- **Human Resources:**

Concerning implementation, please contact [Daniel Gélinas](#), Total Compensation (Human Resources), local 2303.

- **Office of the Provost and Vice-Principal (Academic):**

Concerning general information on performance assessment, merit and special cases, please contact the Associate Provost (Equity and Academic Policies), angela.campbell@mcgill.ca, local 1660.

Concerning general information on budget allocation, and cases for retention or anomalies adjustments, please contact the Associate Provost (Academic Priorities and Resource Allocation), ghyslaine.mcclure@mcgill.ca, local 8389.