

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

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To: Deans
Chairs and Directors of Academic Units
Academic Staff

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

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

Date: 28 January 2019

Subject: **Academic Salary Policy FY2019-2020**

I am pleased to announce the FY2019-20 academic salary policy and related compensation for eligible academic staff. The detailed implementation guidelines and timetable are attached and their salient features are summarized below.

1.0 SCOPE

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 FY2019-20 academic salary policy amount to a **2.15%** increase in global base salary mass of eligible academic staff. The components are as follows:

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

Effective 1 June 2019, 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 2019, 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 2019, 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 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 2019 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 2019 and will be reflected on the pay of 7 June 2019.

Confirmation of individual salary increases will be available to staff 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 the relevant promotion process. Upon promotion, the staff member will receive a \$5,000 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) 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 any other expense in support of their academic activities during the period 1 May 2019 to 30 April 2020. 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

- **Office of the Provost & Vice-Principal (Academic):**
Concerning performance assessment and merit, the general application of the salary policy, and retention or anomaly issues: [Associate Provost \(Equity and Academic Policies\)](#) at x1660.
- **Human Resources:**
Concerning the list of eligible academic staff members and the implementation of these Guidelines: [Daniel G  linas](#), Total Compensation (Human Resources) at x2303.