

**Office of the Provost and Vice-Principal (Academic)  
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**To:** Deans  
Chairs and Directors of Academic Units  
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**cc:** Principal  
Vice-Principals & Deputy Provost  
Associate Provost (Equity and Academic Policies)  
Associate Provost (Teaching and Academic Programs)  
Associate Vice-Principal (Human Resources)  
Director, Total Compensation, Human Resources

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

**Date:** 5 February 2021

**Subject:** **Academic Salary Policy FY2021-22**

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I am pleased to announce the FY2021-22 academic salary policy and related compensation components for eligible academic staff.

This memo reflects changes to salary policy for this year devised in partnership with MAUT in response to the pandemic. These changes were announced in June 2020 in [a joint communication with the MAUT President](#). Together with MAUT, we worked to respond to concerns raised by academic staff about disruption to their work in 2020 and associated difficulties with assessing academic performance. We thank MAUT leadership for its engagement and collaboration on these issues, under difficult conditions.

As announced, merit-based adjustments to academic staff salaries for the reference year 2020 will – exceptionally – not be based on annual reports detailing work over that period. Instead, merit will be based on the average of a staff member's two most recent annual merit assignments. If that average falls between two categories, it will be rounded up. For example, annual merit assignments in adjacent categories will lead to that staff member's being assigned the more favourable of the two:

- a staff member assigned Category 1 merit in 2019 and Category 2 in 2020 will be assigned Category 1 merit in 2021;
- a staff member assigned Category 1 in one year and Category 3 in the other will receive the intermediate Category 2 in 2021.

The result of this “rounding up” is that a greater proportion than usual of academic staff will land in the higher merit categories. While the University is maintaining its commitment to increase the global base salary mass for eligible academic staff by **3.75%**, the predictable upwards movement of staff entails slightly reducing the amounts per category. This adjustment was part of the agreement reached with MAUT in June.

## 1.0 SCOPE

The academic salary policy and related compensation components 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 ELEMENTS OF SALARY POLICY

The elements of this year's academic salary policy are as follows:

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

Effective 1 June 2021, there will be an across-the-board increase of **1.00%** 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 2021, 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. As indicated, merit will be based on an average of the staff member's last two years' merit ratings. There will be some instances in which a two-year merit history based on academic performance does not exist. The accompanying Implementation Guidelines related to the academic salary policy explain how to proceed in such instances.

#### c) **Anomaly or retention adjustments**

Effective 1 June 2021, a retention or anomaly adjustment will be added to the base annual academic salary (excluding stipends and awards) of eligible tenure track or tenured academic staff for whom a special request has been made by the Dean. All requests for a retention or anomaly adjustment must be mindful of 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 2021 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 2021 and will be reflected on the pay of 4 June 2021.

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

#### f) **Activity Reports**

Although merit for academic staff for the 2020 reference year will be based on the staff member's most recent two-year merit average, all academic staff should complete an annual activity report as

usual. This activity report can include a [one-page submission](#) that explains any impacts of the COVID-19 pandemic on their work activities, as explained in the [Guidelines for Assessing COVID-19's Impact on the Assessment of Academic Performance](#). These Guidelines were produced pursuant to the [Report of the Micro Task Force to Address COVID-19's Impact on Assessments of Academic Performance](#).

## **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 (prorated for reduced loads) 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 other expense in support of their professional development during the period 1 May 2021 to 30 April 2022. 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 \(Equity and Academic Policies\)](#).
- **Human Resources:**  
Concerning the list of eligible academic staff members and the implementation of these Guidelines: [Daniel Gélinas](#), Total Compensation (Human Resources).