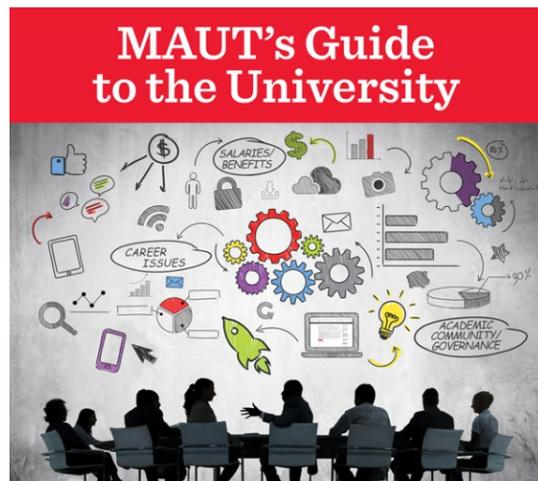




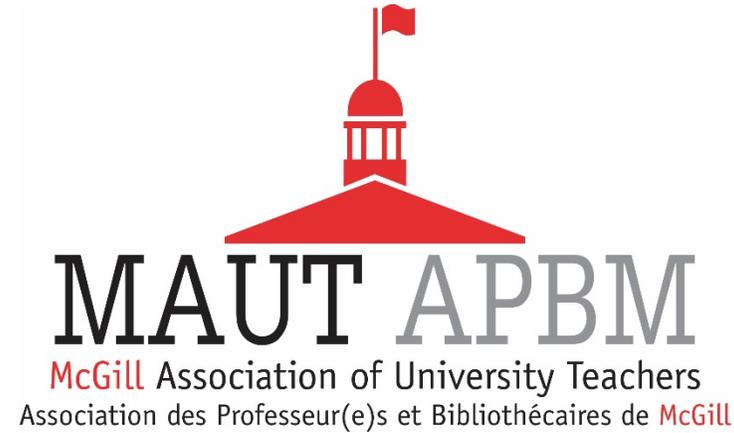
McGILL ASSOCIATION OF UNIVERSITY TEACHERS
Presents



November 10, 2020 | 2:30 – 4:00 pm (Zoom)

PROGRAM

2:30 pm	Welcome and tour-de-table	
3:00 pm	University Governance	Marc Richard, Member McGill Senate
3:10 pm	Academic Career Milestones	
	<ul style="list-style-type: none"> • Tenure Stream • Contract Academic Staff 	<p>Andy Kirk, Chair, Tenure & Mentoring Committee</p> <p>Caroline Riches, MAUT Council</p>
3:30 pm	Compensation	
	<ul style="list-style-type: none"> • Salaries and Pension • Benefits 	<p>Ken Hastings, Chair, Guide to the University</p> <p>Nate Quitoriano, MAUT member SBAC</p>
3:30 pm	Role and Importance of MAUT	Janine Mauzeroll, MAUT President
3:40 pm	Question Period and Discussion	



Welcome to

MAUT's Guide to the University

2020



PROGRAM

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University Governance

MAUT's Guide to the University
November 10, 2020

Marc Richard
Associate Librarian
McGill University

The key message: Governance is relevant to your career at McGill

- You can get some practical benefits from knowing a few basics about the subject
- You don't need to become a governance expert to get those practical benefits
- What follows are three examples of these benefits

Benefit 1: Service Opportunities (important for tenure)

- Service falls under Area 3 of academic duties (“other contributions to the University and scholarly communities”)
- Area 3 contributions are a requirement for getting tenure (and for maintaining the high standards for which tenure was granted)
- McGill’s governance structure offers many opportunities for service contributions

As an Academic Staff Member, You Can Be Elected to...

The Board of Governors

2 / 25 members are representatives of the academic staff (faculty and librarians)

Senate

57 / 111 members are representatives of the academic staff (faculty and librarians)

As an Academic Staff Member, You Can Be Appointed to...

Several types of University-level committees

For a list of committees and terms of reference, visit the Senate & Secretariat web pages



Senate

Committees of Senate

[Senate Standing Committees](#)

[Committees Arising from University Regulations](#)

[Ad Hoc Committees](#)

[Joint Board-Senate Committee on Equity](#)



Secretariat

Advisory Committees

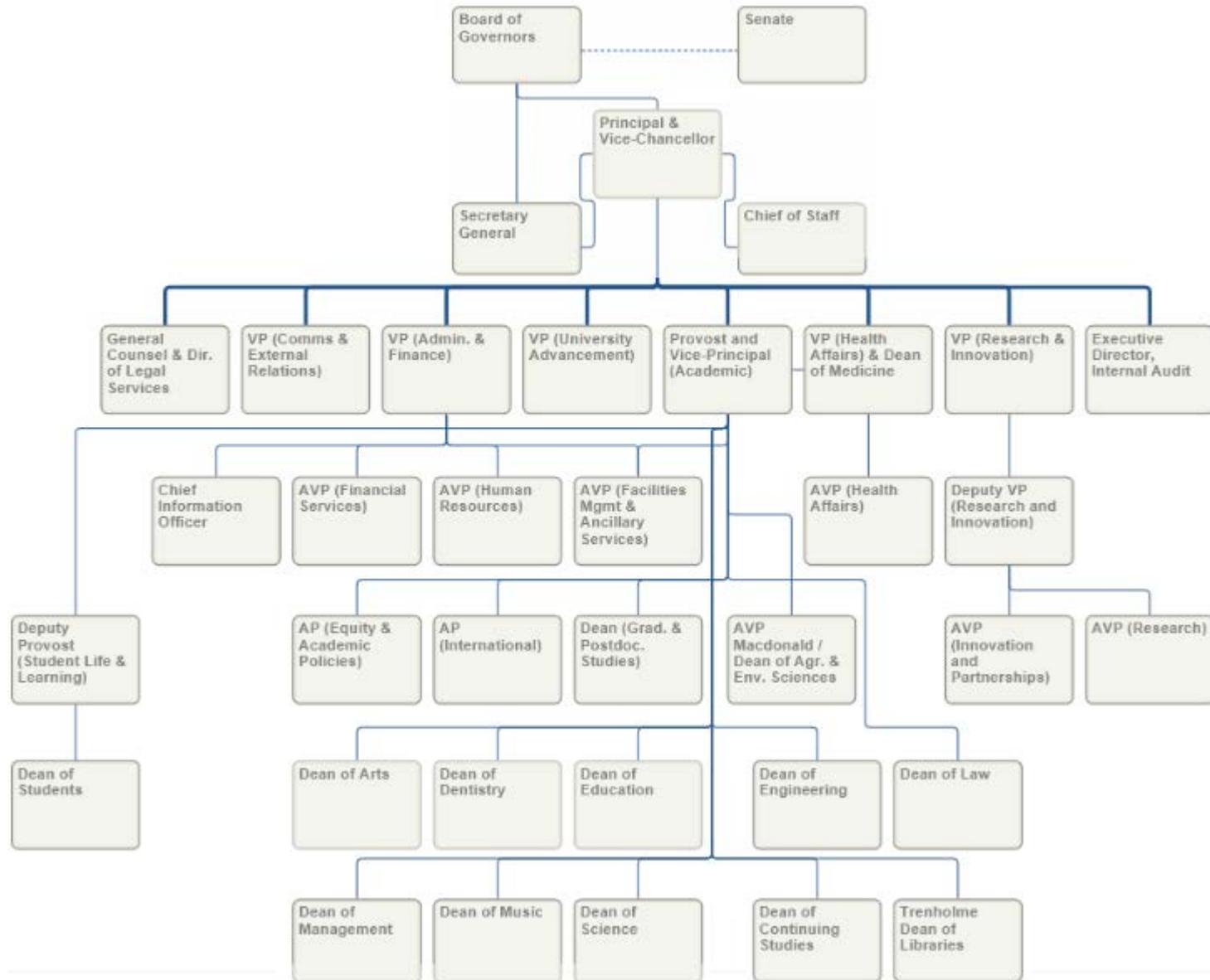
The *Statutes* require that an advisory committee be established when considering the appointment or reappointment of:

- The Principal;
- The Provost, Deputy Provost and Vice-Principals; and
- The Deans.

Benefit 2: Understanding Who Handles What (important for navigating certain processes)

- Many regulations and policies will (or may) require you to interact formally with various members of McGill's governance structure at various points in your career (example: submitting a tenure dossier to the Secretariat)
- Understanding who does what helps you to manage these processes and avoid errors

www.mcgill.ca/orgchart/

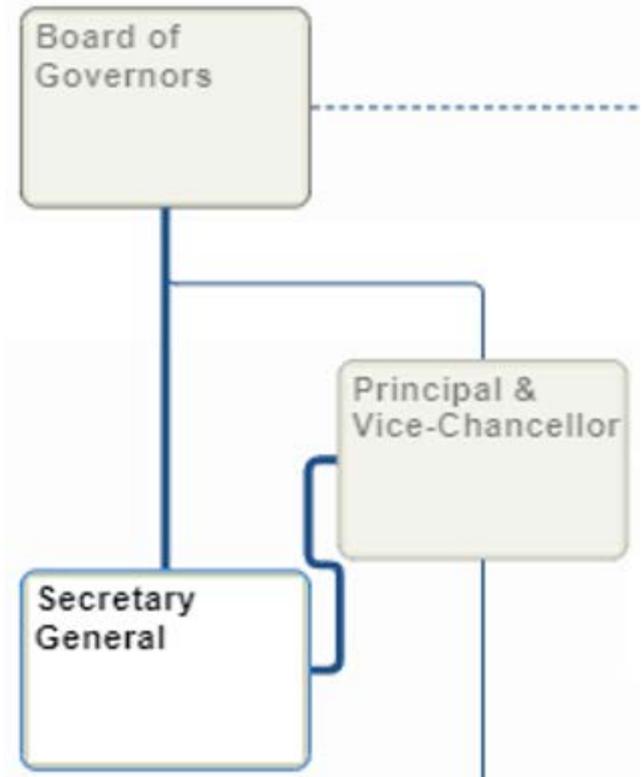


www.mcgill.ca/orgchart/



Edyta Rogowska
Secretary-General

As head of the Secretariat, the Secretary-General is the University's senior governance officer, supports the Board and Senate and has responsibility for ceremonial matters, access to information, trademark use and oversight of impartial processes for tenure, promotion, elections and dispute resolution.



Benefit 3: Influencing Governance Instruments (important for your working conditions)

www.mcgill.ca/secretariat/policies-and-regulations

List of Policies/Regulations Approved by Governing Bodies (Board of Governors and/or Senate):

A

 [Alcohol, Cannabis and Other Drugs, Policy Concerning](#) ( [French version](#))

 [Procedure on Drug and Alcohol Testing of Employees](#)

 [Animals, Policy on the Study and Care of](#) ( [French Version](#))

 [Anti-Doping Policy](#)

 [Appeals of Tenure Decisions, Regulations on](#) ( [French Version](#))

 [Approval of Contracts and Designation of Signing Authority, Policy on the](#)

 [Procedure for Second Signatures](#)

 [Archives - Terms of Reference](#)

B

 [Board of Governors Rules of Order and Procedure](#)

www.mcgill.ca/senate/senate-2020-2021/senate-documents-2020-2021



McGill | Senate
Secretariat

Rules of Procedure Membership Committees Meeting Dates **Senate 2020-2021**

Senate Documents 2020-2021

[Senate Calendar of Business](#)

<i>Governance Body</i>	<i>Item of Business</i>	<i>Action</i>	<i>Meeting Date</i>
Senate	Revisions to Regulations on Research Misconduct - Tentative	For information	February 24, 2021



McGill

McGILL UNIVERSITY SENATE

Motion for review by Steering Committee

TO: Senate

FROM: Name of Person Bringing Issue

SUBJECT: Subject Matter of Memo

DATE: Date of Senate meeting

DOCUMENT #: DXX-XX (To be given by the Secretariat)

ACTION REQUIRED: INFORMATION APPROVAL/DECISION



ISSUE

**BACKGROUND
& RATIONALE**

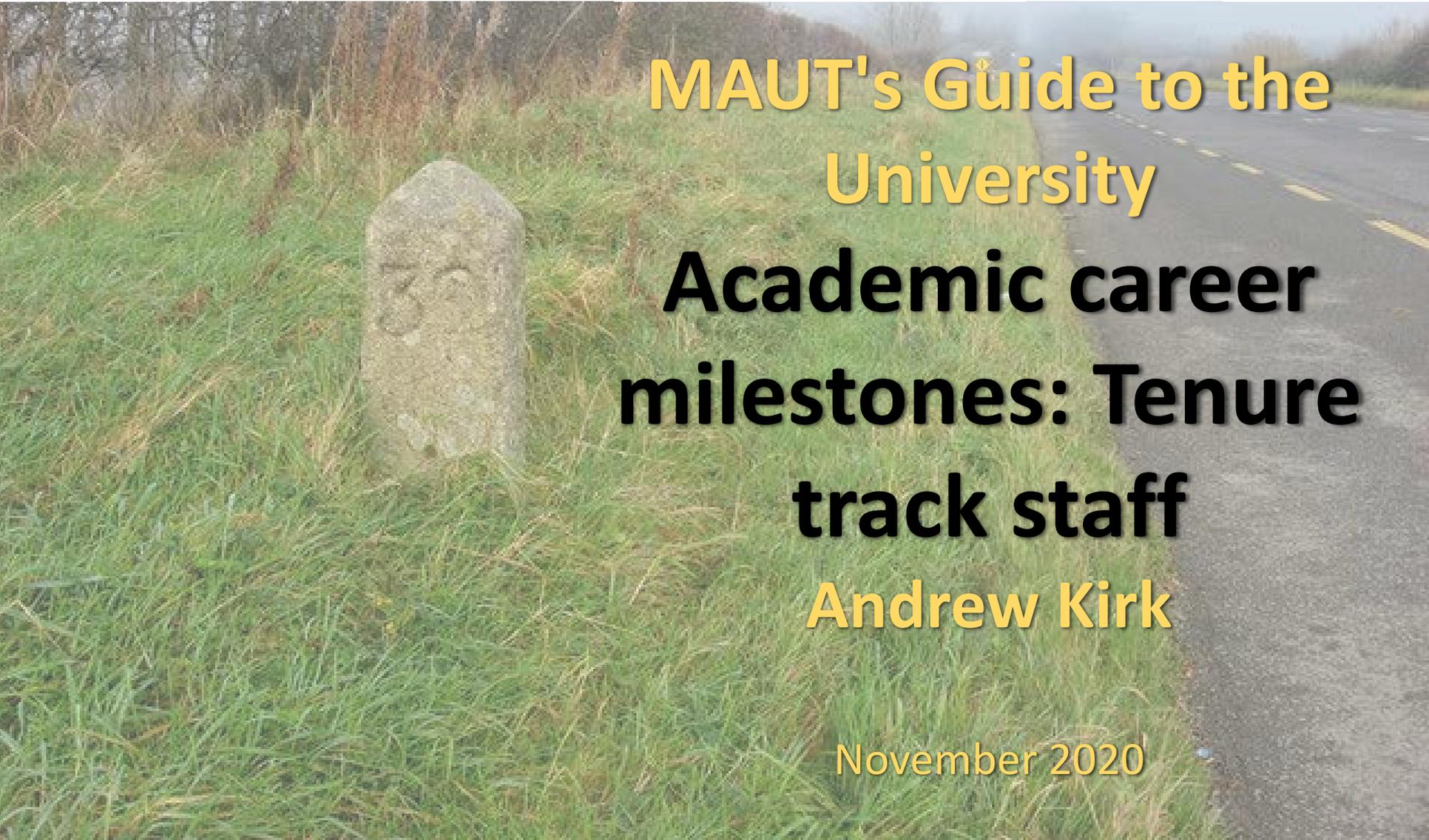
PRIOR CONSULTATION Information about what prior consultation has taken place, including legal and/or internal review, previous review by Senate and Senate Committees.

University Governance



MAUT's Guide to the University

November 10, 2020



**MAUT's Guide to the
University
Academic career
milestones: Tenure
track staff
Andrew Kirk**

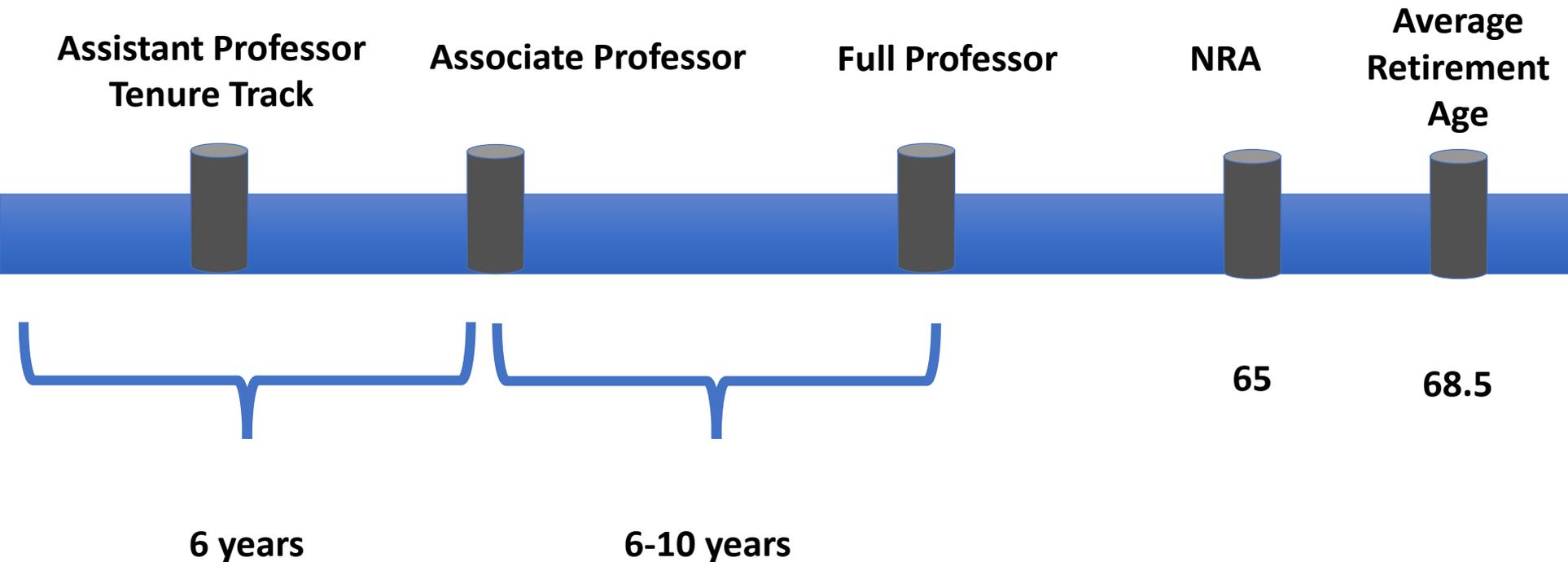
November 2020

In a nut-shell

- **Career trajectory**
- **Leaves and life events**
- **Prioritizing**
- **Work life balance**

Career Trajectory for Tenure Track Positions

Initial appointment for 3 years.
Reappointment for 1, 2, or 3 yrs.



Preparing for Tenure

References & Sources of Information



Secretariat

Key source: <https://www.mcgill.ca/secretariat/policies-and-regulations>



McGill

Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff



McGill

Regulations Relating to the Employment of Librarian Staff

Dates by cohort:

[2019-20 Cohort](#)

[2020-21 Cohort](#)

[2021-22 Cohort](#)

[Teaching Portfolio](#)



McGill

Teaching and Learning Services (TLS)

A member of [Student Life and Learning](#)



McGill

Department of
Electrical & Computer Engineering

Département de
génie électrique et informatique



McGill

Department of
Electrical & Computer Engineering

Département de
génie électrique et informatique

LETTER FROM CHAIR/DEAN WITHIN TWO MONTHS OF APPOINTMENT

REAPPOINTMENT LETTER

Preparing for Tenure

- When to start?
- What to pay attention to?



Employment guidelines for [academics](#) and [librarians](#)

Appendix A



Teaching Portfolio

Appendix B



Research Portfolio

Appendix C



Service Portfolio

- [Guidelines for electronic submission of tenure dossiers](#)

Preparing for Tenure

How to go about it?

- Find mentors



- Ask to see what others have done



- Keep everything from day 1



Leaves and Life Events

- **Sabbatical leave**
- **Maternity and paternity leaves**
- **Short and long-term medical leaves**
- **Leave of absence**
- **Secondment leave and political candidacy**

Delayed consideration: You may **elect** to exclude authorized leaves longer than 3 months as service counting to tenure (=1 year deferral). You may also defer tenure consideration on account of impact of COVID-19.

Maximum of 2 non-COVID plus 1 COVID extensions permitted

MAUT's Guide to the University

CONTRACT ACADEMIC STAFF (CAS) Caroline Riches

10 November 2020



CONTRACT ACADEMIC STAFF

Non-tenured academic staff

- **Ranked** or **unranked** classifications
- Full-time or Part-time
- Definite or indefinite term appointment
- All eligible to join MAUT



Hiring

- Positions must be advertised. Salaried or nil salary.
- Same minimum qualifications as TT staff (ranked)
- Not eligible for tenure – (may apply for advertised TT positions - **MUST** be considered in the same manner as other applicants)

CONTRACT ACADEMIC STAFF



CAS CLINICAL STAFF

(normally with appointment at Affiliated Health Institution)

RANKED CLASSIFICATIONS

- **FACULTY LECTURER**
- **SENIOR FACULTY LECTURER**
- **ASSISTANT PROFESSOR**
- **ASSOCIATE PROFESSOR**
- **PROFESSOR (CAS)**



UNRANKED CLASSIFICATIONS

- **ACADEMIC ASSOCIATE or SENIOR ACADEMIC ASSOCIATE**
- **AFFILIATE MEMBER**
- **ASSOCIATE MEMBER**
- **PROFESSOR OF PRACTICE**
- **ADJUNCT PROFESSOR**

Contract Academic Staff

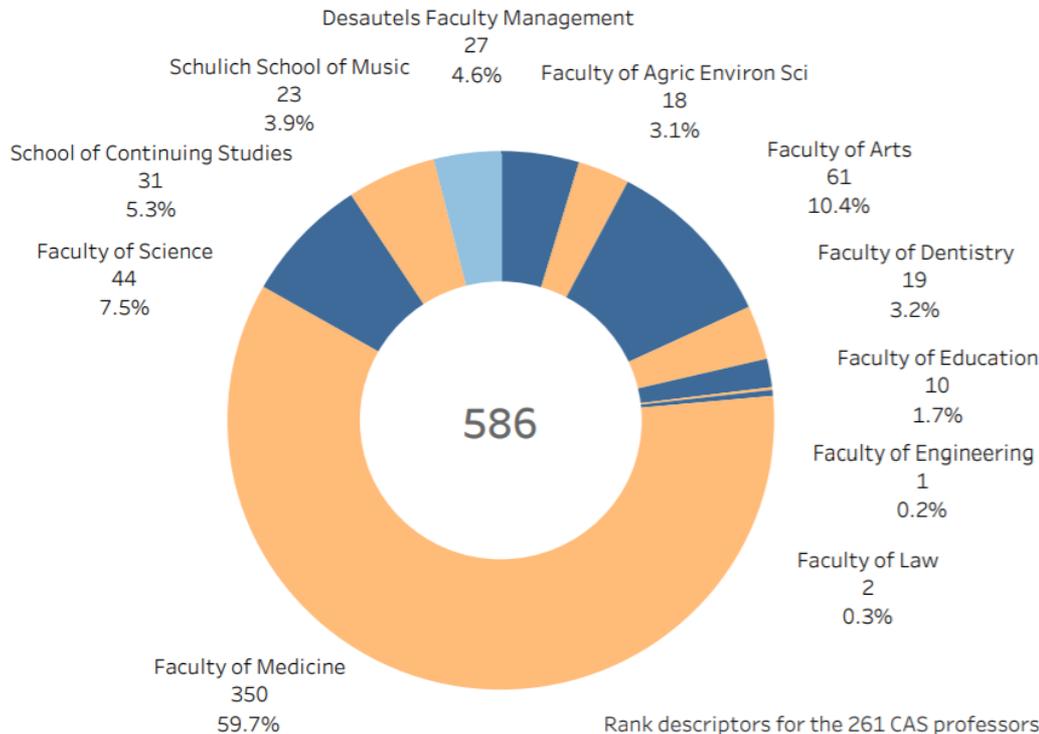
	<i>Definite Term</i>	<i>Indefinite Term</i>
Ranked	<ul style="list-style-type: none">• Initial appointments - one, two or three years• Reappointment – 6 months to less than 4 years	<ul style="list-style-type: none">• Continuously employed in same faculty for 6 years – appointed to indefinite term• Appointments to professor – automatic indefinite term
Unranked	<ul style="list-style-type: none">• Initial appointment – not more than 3 years• Reappointment – not more than 3 years	<ul style="list-style-type: none">• Continuously employed for 6 years – appointed to indefinite term

Notice and severance depending of length of service (and certain other conditions)

Ranked CAS across McGill

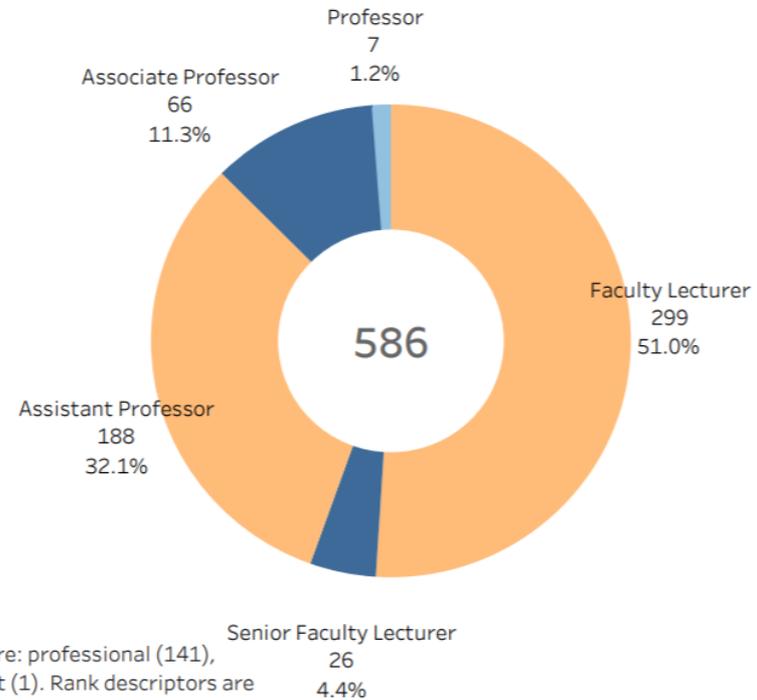
Ranked Contract Academic Staff by Faculty

excludes Clinical and Post-Retirement appointments



Ranked Contract Academic Staff by Rank

excludes Clinical and Post-Retirement appointments



Rank descriptors for the 261 CAS professors were: professional (141), research (101), teaching (18), leave replacement (1). Rank descriptors are mandatory for CAS at professor ranks only; many faculty lecturers and senior faculty lecturers do not have a rank descriptor.

Unranked CAS across McGill

Unranked Contract Academic Staff

excludes Visiting appointments (122 in 2015; 123 in 2019)

	2015	2019
Adjunct Professor	572	522
Professor of Practice	8	14
Affiliate Member	290	270
Academic Associate	119	128
Senior Academic Associate	3	7
Other	4	1
Grand Total	996	942



From: McGill University Staffing Report, 2019, p.24

https://www.mcgill.ca/senate/files/senate/04_d19-41_staffing_report_2019.pdf

Regulations Relating to the Employment of Contract Academic Staff

Available on the McGill Secretariat website



POLICY NAME	REGULATIONS RELATING TO THE EMPLOYMENT OF CONTRACT ACADEMIC STAFF
Approving Body	Senate Board of Governors
Initial Approval Date	Senate – May 19, 2010 Board of Governors - May 25, 2010
Date of last review	Senate – April 15, 2020 Board of Governors - April 23, 2020
Date of next review	April 2025
Executive Sponsor	Provost and Vice-Principal (Academic)
Related Documents	Note: For regulations on Visiting Academic Staff, please see the Regulations Relating to Visiting Academic Appointments .

1. SCOPE

- 1.1 These Regulations set out the general terms of employment by the University of Contract Academic Staff as they relate to their appointment, reappointment, and termination.

Prioritizing



Work Life Balance



<http://www.mcgillathletics.ca/sports/2012/10/31/1031123936.aspx>

\$20.00

<https://www.mcgill.ca/facultyclub/centraide-trivia-quiz>

<https://www.mcgill.ca/morganarboretum/events>

<https://www.mcgill.ca/gault/>

<http://www.mcgill.ca/hr/benefits/eap>

Connect with MAUT and Your Community





MAUT's Guide to the Univers(ity)

Nov 10, 2020

Academic Staff Compensation at McGill

Salary, Pension
Benefits

Ken Hastings
Nate Qitoriano

Academic Staff Compensation at McGill

The key administrator for academic staff compensation-related issues is the Provost. The Principal does not play any direct, active role, and the Vice-Principal (Administration and Finance) plays only a supportive/administrative role.

Committee on Academic Staff Compensation (**CASC**)

An Advisory Committee to the Provost, who chairs.

6 senior academic administrators (Deans)

6 Academic Staff members **appointed by MAUT**

Discussions at CASC contribute to the Provost's decisions on:

- 1) salary minima for each rank
- 2) annual salary increase policy
- 3) salary equity
- 4) professional development fund (PDF), sabbatical leave salary policy, salary increase upon promotion etc

Academic Staff salaries

Your salary at any point is determined by the following elements:

- 1) Salary minimum for the rank (**CASC advises**)
- 2) Actual starting salary (between you and your Chair/Dean)
- 3) Annual salary increase policy (**CASC advises**)
- 4) Any promotion-related increases (Assistant to Associate, Associate to Full) (automatic \$5k added to base salary).
- 5) Any salary anomaly correction, or retention increment (between you and your Chair/Dean)

Over a career, step 3 is very significant and will likely account for ~half of your end-of-career salary. So MAUT's participation in CASC is an important factor in your lifetime earnings.

Annual Salary Increase Policy

The annual salary increase policy at McGill has two components:

- 1) across-the-board increase (ATB) as a % of current salary
This varies little from year to year, (0.75% in each of the past 5 years)
- 2) merit increase (in 5 merit categories, each with a fixed dollar value)
This may vary greatly from year to year, depending on university financial conditions
Category 1 range over 5 years, \$2,015 – \$7,850)

The parameters discussed at **CASC** each year are:

- 1) the overall size of the annual salary increase as a % of the academic salary mass
- 2) the division of the overall increase into ATB and merit components
- 3) the size of the “steps” in going from one merit category to the next
- 4) issues related to merit in the context of leaves, etc.

Distribution of merit awards

Top Category = Category 1 (maximum merit award)

Bottom Category = Category 5 (zero merit award)

University-wide distribution averaged over the past 5 years 2015-2019

Category	fraction of population
1	48%
2	33%
3	12%
4	5%
5	2%

Pension Plan

The McGill University Pension Plan (MUPP) includes academic staff and non-academic staff.

MUPP is essentially a Defined Contribution (DC) plan.

You make annual tax-exempt contributions and McGill makes employer contributions to your account

The funds are invested and growth is retained in your account.

When you retire the value of the account is given to you as a single lump-sum payment.

After a career at McGill this would be a sum in the ~ \$1M ballpark.

You can do what you want with the money but the idea is that you would use it to fund your retirement.

Note that in retirement, you will NOT receive regular cheques from the pension plan.

Two Parts to MUPP

Part B (those hired after Jan 1 2009)

This is a “pure” DC plan.

Part A (those hired before Jan 1 2009)

A “hybrid” plan.

A DC plan with a defined benefit minimum (DBM).

So Part A has an advantage compared to Part B BUT

There is an additional cost for Part A members to defray deficits arising from the DBM.

McGill University Pension Plan contribution scheme

Part B no deficit-sharing

Part B has 1.9% more take-home pay than Part A

	employee contribution		McGill contribution	
	B	A	B	A
up to age 39	5%	6.9%	5%	3.1%
40 - 49	7%	8.9%	7.5%	5.6%
50 - 65	8%	9.9%	10%	8.1%
>65	0% (AVC)		0%	

Part A deficit-sharing, currently at 1.9% of salary.

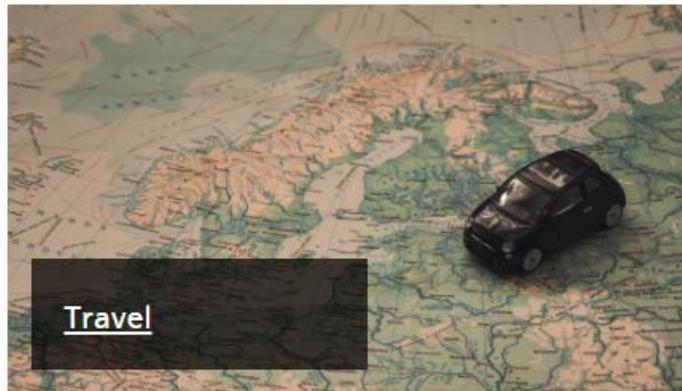
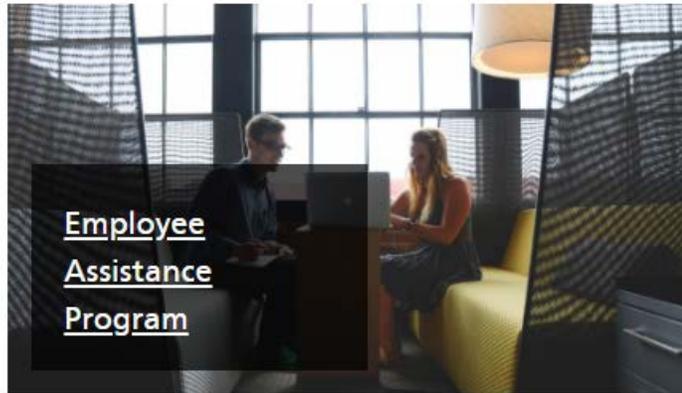
Employee contribution +1.9%

McGill contribution -1.9%

McGill takes the 1.9% and makes a deficit

reduction contribution to the pension plan

Benefits **WELL DESCRIBED ON WEBSITE**



BENEFITS

STAFF BENEFITS ADVISORY COMMITTEE (SBAC)

Mandate: To review benefits, including: Health Plan, Dental Plan, Long Term Disability Plan and the Life Insurance Plan. The Pension Plan is not included.

Membership:

- One representative of MUNASA
- One representative of MUNACA
- One representative of SEU
- One representative of AMURE
- One representative of MURA
- **Three representatives of MAUT**
- Two representatives of the University Administration
- A Chairperson (Morty Yalofsky)
- A non-voting Secretary to take minutes of the meetings
- 2 consultants from Willis Towers Watson

BENEFITS

Health and Dental Plans:

Self-financing, premiums entirely related to the claims

Employees pay half and McGill pays half

- Retirees pay 70% Health and 100% Dental premiums

Premium increases assessed via 1) Projected claims; 2) Large Amount Pooling (LAP).

Everything is transparent with no hidden expenses

Everything is regularly scrutinized by an independent expert consultant

The university cost needs to be approved by the McGill BoG

Short and Long Term Disability

STD- First 6 months 100% salary

LTD - 60% first \$3000 and 45% rest of monthly salary; maximum \$5,325 / month

- until retirement or age 65

- **cost** 1.031% per \$100 of monthly earnings

BENEFITS

Health and Dental Care The increase in both Premiums for 2021 will be 1%.

Year	Supplemental Health		Dental	
	Single	Family	Single	Family
2018	\$22.40	\$44.13	\$11.40	\$25.50
2019	\$22.85	\$45.02	\$11.74	\$26.27
2020	\$23.08	\$45.47	\$11.85	\$26.52
2021	\$23.31	\$45.92	\$11.85	\$26.52

Amounts are per paycheck

Plus sales tax of 9% for residents of Québec, 8% for residents of Ontario

BENEFITS

PRESCRIPTION DRUGS:

80% covered, 100% covered beyond \$400 single, \$800 family / year

Generic form mandatory unless form signed by doctor

Avoid prescription for inexpensive over-the-counter drugs

Have test done at hospital

(or CLSC if simple... blood test)

RGAM Price	Drug Cost	Wholesaler Cost	Total Cost	Prof. Fee
7.77	7.29	0.47	7.76	27.90
Rx Amount	Insurer Amount	Insuree's Contribution		
		Deduct.	Co-Ins.	DUE
35.66	0.66	34.60	0.40	35.00
RGAM Price	Drug Cost	Wholesaler Cost	Total Cost	Prof. Fee
3.13	2.94	0.19	3.13	27.90
Rx Amount	Insurer Amount	Insuree's Contribution		
		Deduct.	Co-Ins.	DUE
31.03	0.00	31.03	0.00	31.03

Vitamin D costs pennies OTC

BENEFITS

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Free, confidential, immediate short-term counselling and referral services (psychology, social work, educational counseling), accessible 24/7 by phone, web or mobile app.

Personal stress	Parenting issues	Financial or legal problems
Job-related stress	Separation and loss	Traumatic events
Relationship issues	Balancing work/ family	Substance abuse

BENEFITS

BASIC LIFE INSURANCE

McGill pays the full cost

While working under age 65

1 times your annual salary to a maximum of \$130,000

Working 65 and older

1/2 of your annual salary to a maximum of \$50,000

ACCIDENTAL DEATH AND DISMEMBERMENT

Additional payment of 1x salary to a maximum of \$100,000

.5x salary to a maximum of \$50,000 if 65 or older

BENEFITS

OPTIONAL LIFE INSURANCE

You pay the full cost

While working under age 65

Option to purchase up to \$1,000,000 in units of \$5,000

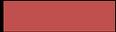
If working at age 65 or older

Can maintain the optional life insurance you had to a maximum of \$100,000

You cannot purchase or increase optional life insurance after age 65

The rates are based on age. Example: age range 40-44, \$100K = \$4.6/month

Expect 25% increase in rates January 2021, no change in 2022.



MAUT: Structure and Function

Janine Mauzeroll,
MAUT President



MAUT AP

McGill Association of University Teachers
Association des Professeur(e)s et Bibliothécaires



MAUT

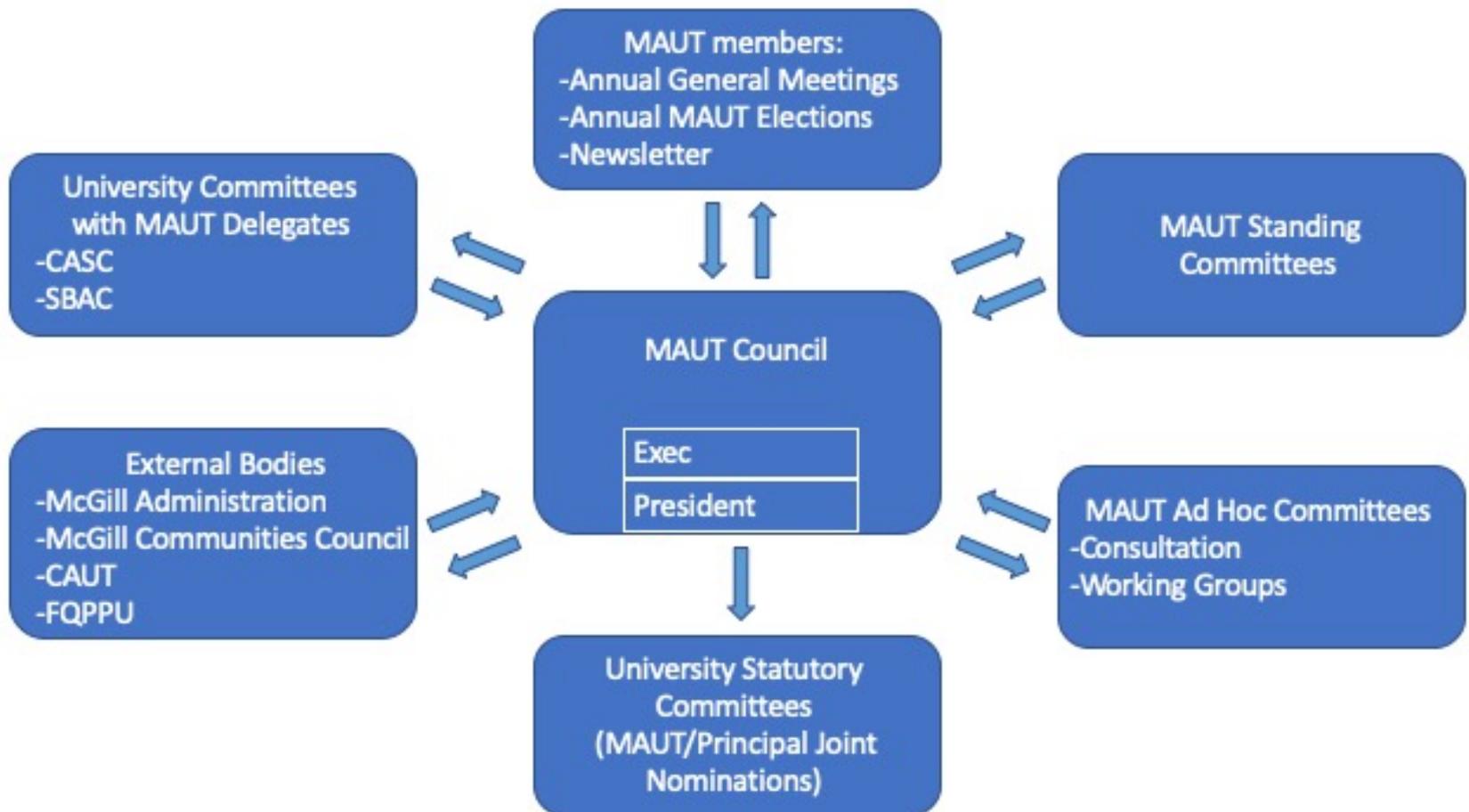
- **Formed in 1951**
- **1 of 3 Canadian universities in the U15 that do not have a unionized faculty association**
- **Democratic association for academics**
- **Voice of academics at McGill**
- **Voluntary membership**



MAUT's Mission:

- 1- MAUT provides advice to our members on all matters affecting their welfare and academic freedom.
- 2- MAUT promotes fairness in the design and implementation of regulations and policies governing every aspect of university life.
- 3- MAUT also safeguards the salaries, benefits, and general working conditions of academic staff and strives to enhance the quality of their professional environment at McGill.

Simplified MAUT Organigram



How MAUT works:

- MAUT is governed by [constitution](#) and [by-laws](#) that were adopted by the general membership.
- Every year the members of the Executive Committee and Council are elected by the membership.
- The members of the Executive are also members of Council.
- The MAUT Executive Committee's mandate is to determine the best means by which Council-decisions can be implemented and promote the Associations' mission.
- Practically, members of the Executive Committee have a duty to report to Council and to the annual General Meeting.



How MAUT influences McGill's decision process:

- *MAUT nominates members to important institutional committees including: the [Grievance Committee](#), [University Appeals Committee](#) (Tenure and Reappointment), [Harassment Assessors selection](#), [Research Misconduct Committee](#), [IP Appeal Committee](#), [Arbitration](#) (Discipline).*



Association of University
fesseur(e)s et Biblio

How MAUT influences McGill's decision process:

- *MAUT has Representatives on University Parity Committees: Staff Benefits Advisory Committee (SBAC), Committee on Academic Staff Compensation (CASC), and Committees on new and revised regulations.*



How MAUT influences McGill's decision process:

- *MAUT has Committees on priority issues* : non-discrimination committee and committee on administrative overload whose sole purpose it is to work with the Administration to reduce administrative measures that undermine our ability to carry out our research and teaching activities.



How MAUT influences McGill's decision process:

- *MAUT is active in major Quebec & Canadian labor lobbying groups including the FQPPU and the CAUT, groups composed of representatives from each of the major academic unions and associations across Quebec and Canada respectively.*



How MAUT influences McGill's decision process:

- *MAUT is active in McGill lobbying groups such as the McGill Communities Council (MCC) a group composed of representatives from each of the campus unions and student and staff associations whose mission it to foster a community-wide dialogue on collegiality and governance at McGill.*



J T A I

sociation of University
fesseur(e)s et Biblio

How MAUT influences McGill's decision process:

- *MAUT influences agenda items at Senate through its participation in the MAUT Pre-Senate Caucus.*

The Heart of MAUT



Jo-Anne Watier,
Administrative & Membership
Engagement Officer



Joseph Varga,
Professional and Legal Officer

The Executive



Janine Mauzeroll,
President



Andrew Kirk,
President-Elect

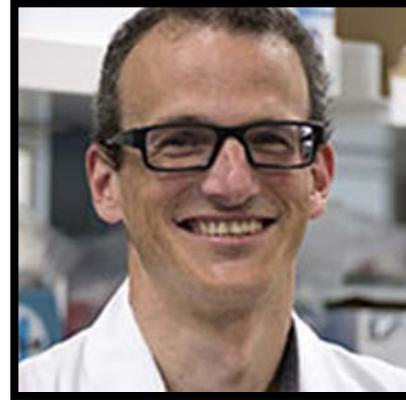


Petra Rohrbach,
Past-President

The Executive



Catherine Lu,
VP Internal



Simon Rousseau,
VP External



Nathan Hall,
VP Communications



Dror Etzion,
VP Finance

Group Strength & Membership

- **Current membership ~ 1135**
- **0.58% of annual salary- just dropped from 0.65%**
- **Free one-year membership when one joins**
- **Membership can be:**
 - Full
 - Associate
 - Retired

The Social Side

Welcome Gathering



Apple picking



Winter Brunch



Family Discovery Day



www.mcgill.ca/maut

Jo-Anne Watier

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514 398-5484

Joseph Varga

Email: jvarga.maut@mcgill.ca

514 398-3089