McGILL UNIVERSITY **SENATE**

Memorandum

Office of the Provost and Vice-Principal (Academic)
Office of the Vice-Principal (Administration and Finance)

TO: Senate

FROM: Christopher Manfredi, Provost and Vice-Principal (Academic)
Yves Beauchamp, Vice-Principal (Administration and Finance)

SUBJECT: 2023 University Staffing Report

DATE: April 19, 2023

DOCUMENT #: D22-63

ACTION REQUIRED: ☒ INFORMATION ☐ APPROVAL/DECISION

ISSUE

McGill University produces an annual report on staffing trends, to be presented to the HR Committee and the Board of Governors, and later to Senate for information.

BACKGROUND & RATIONALE

The 2023 Staffing Report follows the format established last year. Last year, report was revised and migrated to Tableau. Tableau enables leveraging the most up-to-date annual University data captured at the end of each January.

The Staffing Report provides official staff headcounts across all categories of employees (academic, administrative and support staff) at the University with comparisons to similar counts over the previous four years. Unless otherwise noted, the data presented is a point-in-time snapshot of employee populations as of 31 January each year.

The purpose of this report is to illustrate changes in size and composition of the University's employee population over time. Overall, McGill University counts 12,602 employees of all types, not including student and casual employees, staff with emeritus appointments, or staff on long-term disability. The total represents a four-year increase of 6.2% from 2019. Approximately 65% of employees hold academic appointments, with the remaining 32% appointed to administrative and support positions, and 3% to trades and services positions.

For review in advance, the online report has been converted to a pdf document, included here as Appendix A.

PRIOR CONSULTATION

The 2023 Staffing Report was previously shared with the HR Committee of the Board of Governors and the Executive Committee of the Board of Governors.

SUSTAINABILITY CONSIDERATIONS	The Staffing Report exists in a digital environment, requiring minimal use of paper and other resources. The digital format also allows easier insight into staffing trends, contributing to more efficient use and management of University resources.
IMPACT OF DECISION AND NEXT STEPS	No decision is required.
MOTION OR RESOLUTION FOR APPROVAL	No motion or resolution for approval
APPENDICES	Appendix A: 2023 University Staffing Report

McGill University Staffing Report 2023

D22-63 Appendix A

***Students, LTD, and Emeritus Professors excluded from data unless specified otherwise**
***Data is as at January 31 of respective year**

Executive Summary

This Staffing Report provides official staff headcounts across all categories of appointments at the University with comparisons to similar counts over the previous four years. Unless otherwise noted, the data presented is a point-in-time snapshot of employee populations as of 31 January each year.

The purpose of this report is to illustrate changes in size and composition of the University's employee population over time. Drivers of notable changes are indicated here.

Overall, McGill University counts 12,602 employees of all types, not including student and casual employees, staff with emeritus appointments, or staff on long-term disability. The total represents a four-year increase of 6.2% from 2019. Approximately 65% of employees hold academic appointments, with the remaining 32% appointed to administrative and support positions, and 3% to trades and services positions.

Academic Staff

• A total of 8,204 persons hold academic appointments in 2023, representing a four-year increase of 5.6% since 2019. This includes tenure-stream staff, ranked and unranked contract academic staff, unionized course lecturers and instructors, research associates and assistants, as well as visiting scholars.

• The total number of tenure-stream professors is 1,698, representing a four-year decrease of 0.5% since 2019, and an increase of 1.6% since 2014.

• Efforts to ensure more proactive, rigorous processes in academic recruitment initiatives have resulted in a more diverse population of incoming tenure-stream professors. Parity is reached among Assistant Professors where women now represent 50.2% of the rank, compared to 40.7% in 2014.

• The number of women tenure-stream professors at all ranks has grown by 5.8% since 2019 and by 20.7% since 2014, while the number of men has decreased by 6.7% since 2014. Among Full Professors 27.4% were women as of January 2023, up from 24.8% in 2019 and just 19.1% in 2014.

• Overall, the proportion of women among non-tenure stream academics rose to 51.9% in 2023 from 49.9% in 2019.

• Appointment of new tenure-stream professors slowed considerably in 2021, following measures implemented in response to the COVID-19 pandemic and delays with respect to international relocations. With COVID-19 restrictions being lifted, in 2022 we saw an increase in the appointment of new tenure-stream professors. Fifty-seven new professors joined McGill University in 2022 compared to an average of 78 in 2018 to 2020 (excluding 2021 as an anomalous year).

• The number of departures among tenure-stream professors was higher than usual in 2022, with 77 departures compared to an average of 59 in 2018 to 2020. The proportion of departures due to retirements was higher than usual in the last two years, at 57%, compared to 45% in the 2017-2020 period. Reasons for departures will continue to be monitored in the coming years for new trends. Over the last five years, retirements and voluntary resignations accounted for the highest number of departures (152 retirements and 128 resignations).

• The number of ranked Contract Academic Staff (CAS) who hold neither a clinical nor a post-retirement appointment is 719, which represents 18.0% of all ranked CAS, in 2023.

• Unionized academic staff total 1,382 (not including tenure-stream professors in the Faculty of Law). The total number of course lecturers and instructors decreased by 7.1% since 2019 to 706. The total number of research assistants and associates has increased by 43% since 2019 to 676. To ensure compliance with new provisions introduced in 2020 to the Labour Standards Act, a directive restricting the use of casual research assistant appointments was implemented. This has since resulted in an increase in the number of staff being appointed as regular research assistants.

Administrative and Support Staff

• The total number of administrative and support staff as of January 2023 stands at 4,398, an increase of 7.5% since 2019. Between 2021 and 2023, the overall staff complement has seen a net increase of 213 positions. The complexity of our environment continues to evolve, impacting delivery of our services, renewal, development and expansion of our infrastructure, our ability to successfully compete for research funding, provide crucial support to our students and commitments to major initiatives such as equity, diversity, and inclusion across the community. This necessitates the recruitment of professional staff with the level of expertise and experience that will allow the University to sustain these demands, execute its mission and maintain its world-renowned reputation for excellence in teaching and research.

• Although over the five-year reference period staffing trends have remained consistent within most of the employee groups, the most significant and notable change over the last year can be seen within the MPEX and Clerical groups. As a result of the unionization of M1 positions effective September 9, 2022, 572 unionized M1s were integrated into the MUNACA bargaining unit in late fall 2022. As such, the Clerical group increased by 71.6% and the MPEX group, comprised of management and professional staff, saw a reduction of 385 staff for a net decrease of 14.7%.

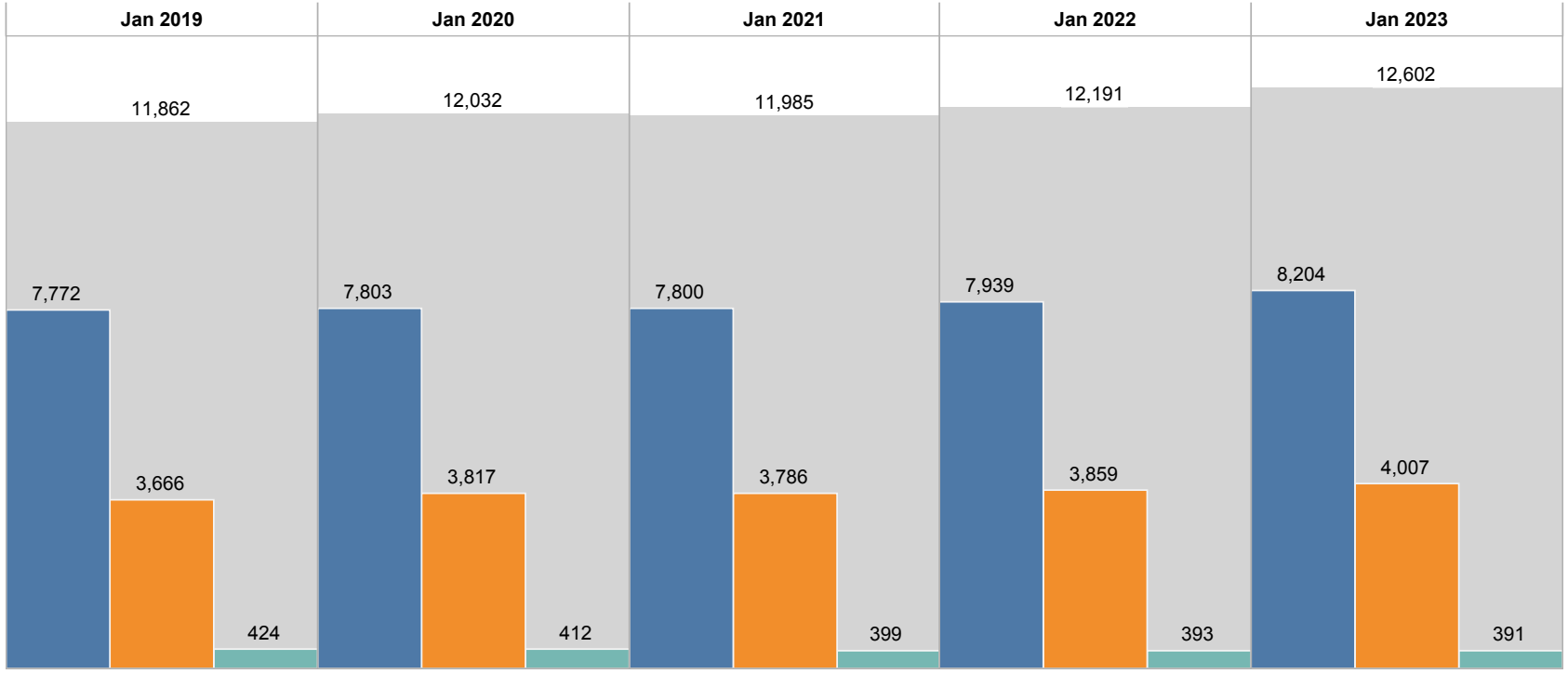
• The effect of unionization of the M1s also shifted the proportion of MPEX and Clerical groups within the administrative and support staff category. Whereas in 2022 almost 62% of Administrative and Support staff were in MPEX positions and 18% in Clerical positions, in 2023, the Clerical group now makes up almost 30% of this category while the MPEX group has dropped to 51%. The decrease in the MPEX group has been mainly in term positions, with a decline of 226 term positions in comparison to a decrease of 159 regular positions.

• The proportion of all administrative and support staff in full-time and part-time positions remains stable at 94.9% and 5.1% respectively for this reporting period. The distribution of administrative and support staff across the University has also remained consistent across the five-year reference period. In 2023, 46.7% (2,055) of administrative and support staff are in Faculties and Libraries, while 53.3% (2,343) are in Institutional Administrative Units.

• The proportion of women among administrative and support staff continues to remain relatively stable as well across the five-year reference, with approximately 20% in the trades and services and 70% in the remaining categories combined.

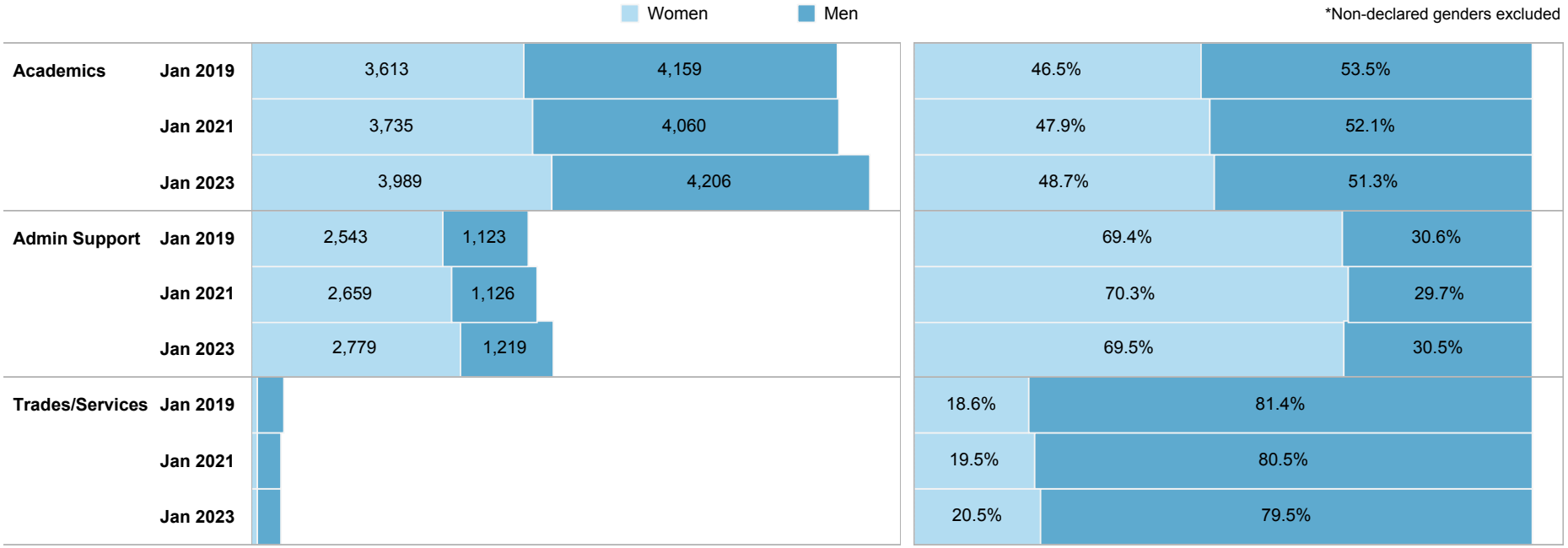
• Last year, the Staffing Report included, for the first time, institutional turnover data specific to Administrative and Support Staff. This year's data shows a continuation in the post-pandemic upward trend, with a turnover rate of 12.7, slightly more than 2% higher than the previous year's rate. This heightened turnover is more acute in certain areas of our operations and is in line with the experience of other Quebec and Canadian employers.

Headcount



	Jan 2019	Jan 2020	Jan 2021	Jan 2022	Jan 2023
Academics	7,772	7,803	7,800	7,939	8,204
		▲0.4%	0.0%	▲1.8%	▲3.3%
Admin Support	3,666	3,817	3,786	3,859	4,007
		▲4.1%	▼0.8%	▲1.9%	▲3.8%
Trades/Services	424	412	399	393	391
		▼2.8%	▼3.2%	▼1.5%	▼0.5%

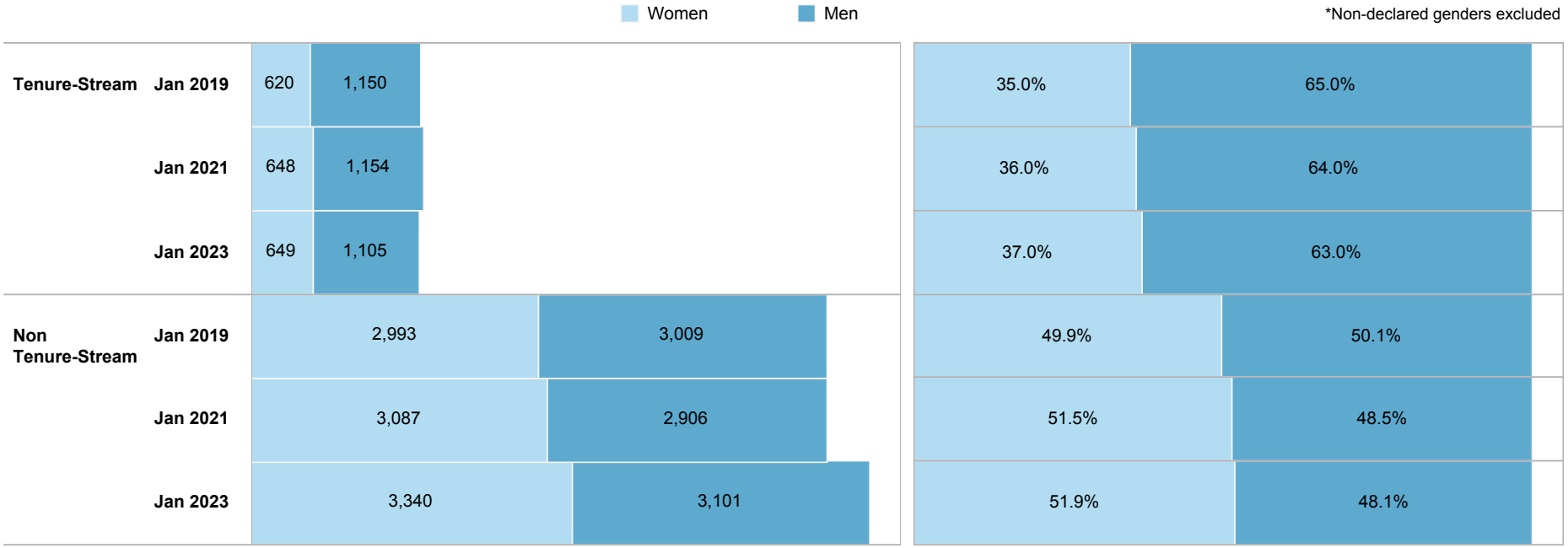
Headcount by Gender



Staff Age Distribution

		0-35	36-45	46-65	66-75	76-99+	Avg. Age	Headcount
Academics	Jan 2023	15.6%	28.4%	42.0%	10.8%	3.3%	50	8,204
Admin Support	Jan 2023	24.7%	28.0%	44.8%	2.4%	0.1%	45	4,007
Trades/ Services	Jan 2023	9.2%	15.6%	71.1%	4.1%		52	391

Gender Distribution of Academics by Tenure-Stream



Academic Staff

Overview of Academic Staff at McGill (2023)

	Jan 2023
CAS Ranked	4,000 (48.8%)
Tenure-Stream Professors (and Special Category)	1,698 (20.7%)
CAS Un-ranked (incl. Visiting)	1,062 (12.9%)
Course Lecturers & Instructors	706 (8.6%)
Research Assistants & Associates	676 (8.2%)
Tenure-Stream & CAS Ranked Librarians	59 (0.7%)
Academic Administrative	1 (0.0%)
Other	2 (0.0%)
Grand Total	8,204 (100.0%)

	CAS Ranked
CAS Clinical McGill Teaching Hospital	1,523 (38.1%)
CAS Clinical Other Affiliated Health Institution	1,544 (38.6%)
CAS Clinical outside Faculty of Medicine & Health Sciences	214 (5.4%)
Other than Clinical	719 (18.0%)

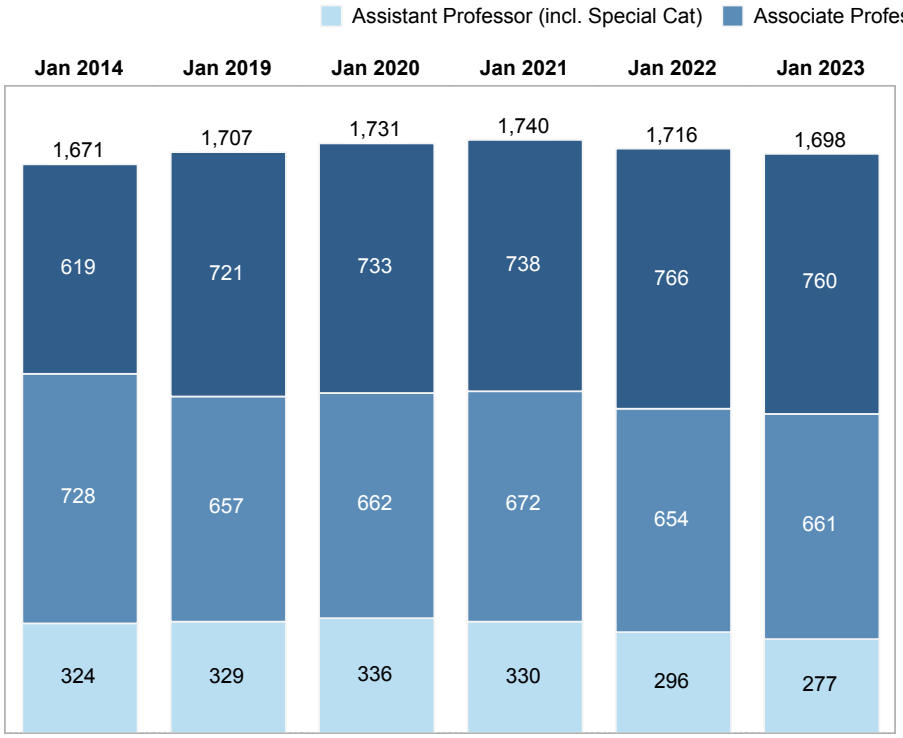
Tenure-Stream Professors by Faculty

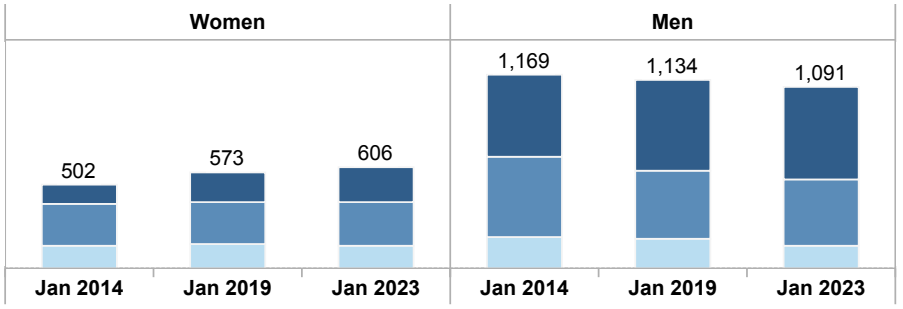
	Jan 2023
Faculty of Medicine & Hlth Sci	578 (34.0%)
Faculty of Arts	312 (18.4%)
Faculty of Science	275 (16.2%)
Faculty of Engineering	162 (9.5%)
Faculty of Agric Environ Sci	89 (5.2%)
Desautels Faculty Management	81 (4.8%)
Faculty of Education	71 (4.2%)
Schulich School of Music	63 (3.7%)
Faculty of Law	44 (2.6%)
Fac Dental Medicine & Oral HS	23 (1.4%)
Grand Total	1,698 (100.0%)

Tenure-Stream Librarians by Rank

	Jan 2023
Librarian	4 (7.0%)
Associate Librarian	37 (64.9%)
Assistant Librarian	16 (28.1%)
Grand Total	57 (100.0%)

Tenure-Stream Professors





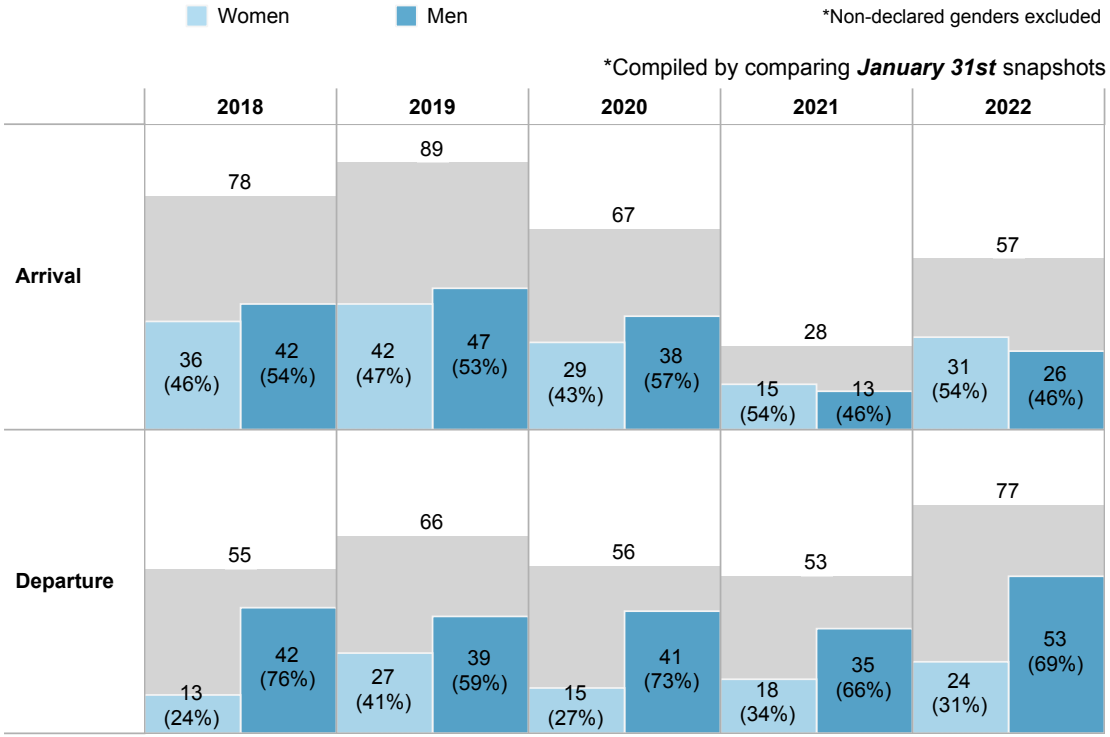
Women Men *Non-declared genders excluded

Assistant Professor (incl. Special Cat)	**Jan 2014**	40.7%	59.3%
	Jan 2019	44.4%	55.6%
	Jan 2023	50.2%	49.8%
Associate Professor	**Jan 2014**	34.6%	65.4%
	Jan 2019	37.7%	62.3%
	Jan 2023	39.2%	60.8%
Professor	**Jan 2014**	19.1%	80.9%
	Jan 2019	24.8%	75.2%
	Jan 2023	27.4%	72.6%

Tenure-Stream Professors Age Distribution

	Jan 2023						
	0-35	**36-45**	**46-65**	**66-75**	**76-99+**	**Avg. Age**	**Headcount**
Assistant Professor (incl. Special Cat)	23.1%	69.3%	7.2%	0.4%		39	277
Associate Professor	0.6%	32.2%	59.2%	6.7%	1.4%	51	661
Professor		3.0%	63.9%	25.8%	7.2%	61	760

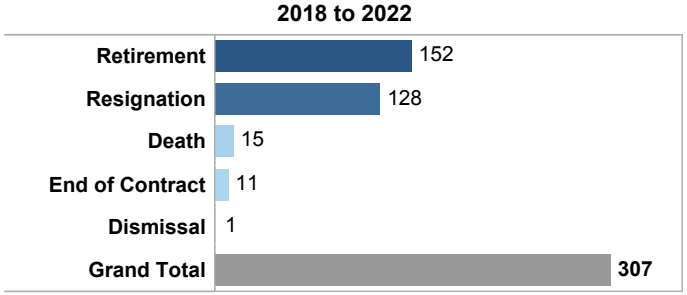
Tenure-Stream Professors - Arrivals and Departures



Net Arrivals

	Women	Men	Net Addition
2018	23	0	23
2019	15	8	23
2020	14	-3	11
2021	-3	-22	-25
2022	7	-27	-20

Departure Reasons

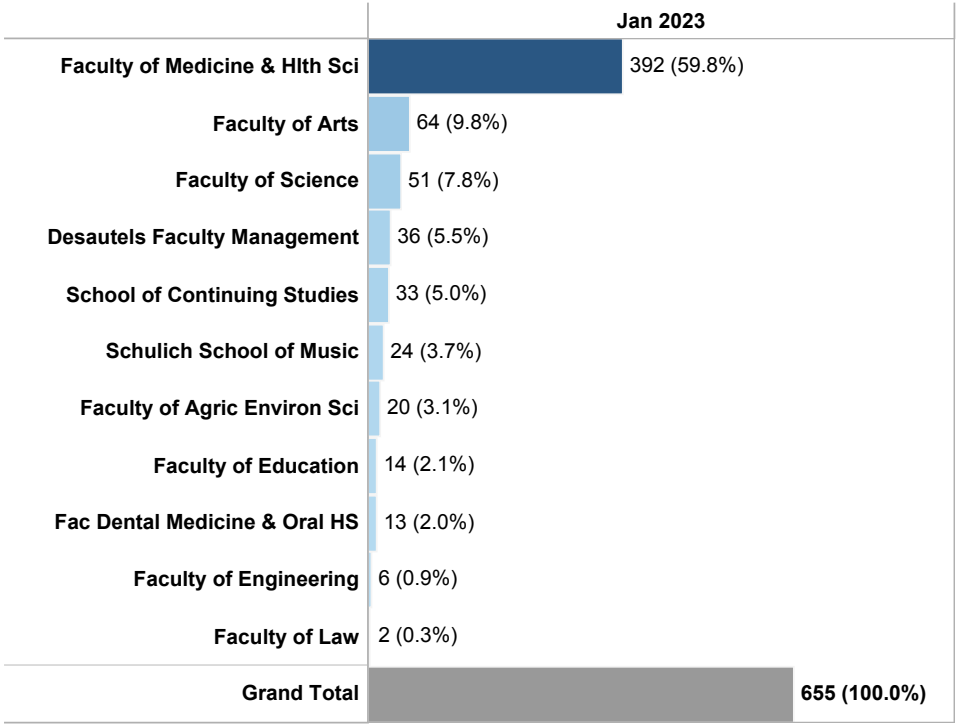


For example, to obtain the arrivals for 2022, we compile all professors that were present in the January 2023 snapshot, but absent in the January 2022 snapshot. Similarly, we obtain 2022 departures by compiling all the professors who were present in the January 2022 snapshot but absent from the January 2023 snapshot.

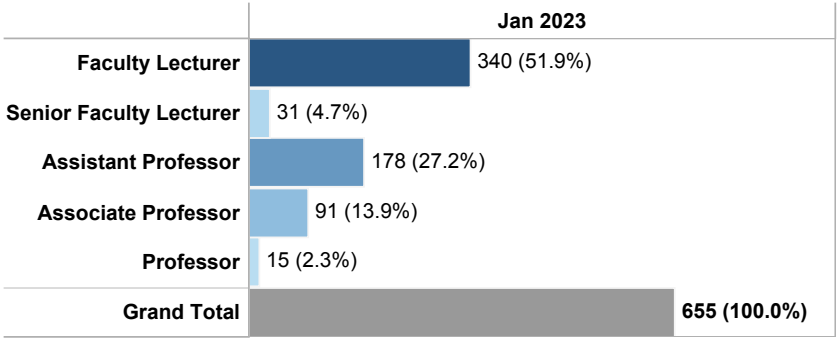
Non Clinical Ranked Contract Academic Staff (CAS)

Excluding: **LTD, Post-Retirement, Clinical Staff, Librarians**

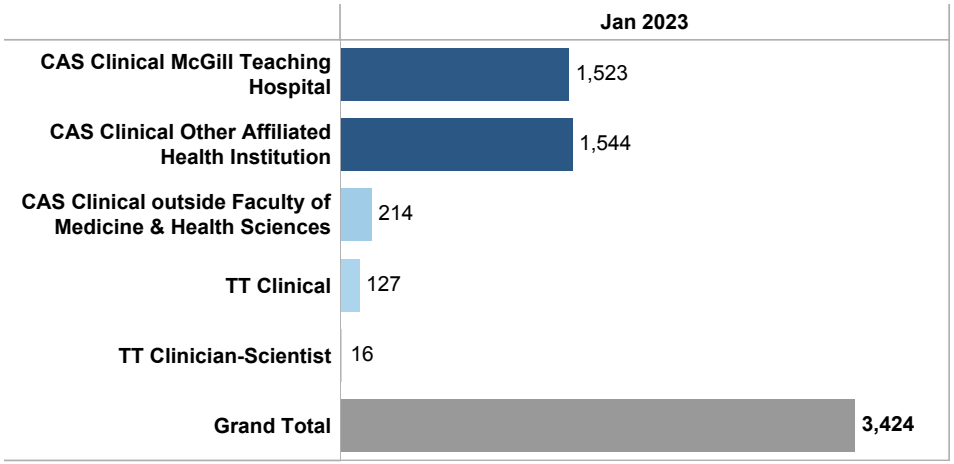
Non Clinical Ranked CAS by Faculty



Non Clinical Ranked CAS by Position



Clinical Academic Staff



*CAS Ranked and Tenure-Stream Professors
*WD Data Teaching Hospital vs Other Locations categorization exists from 2020 onwards

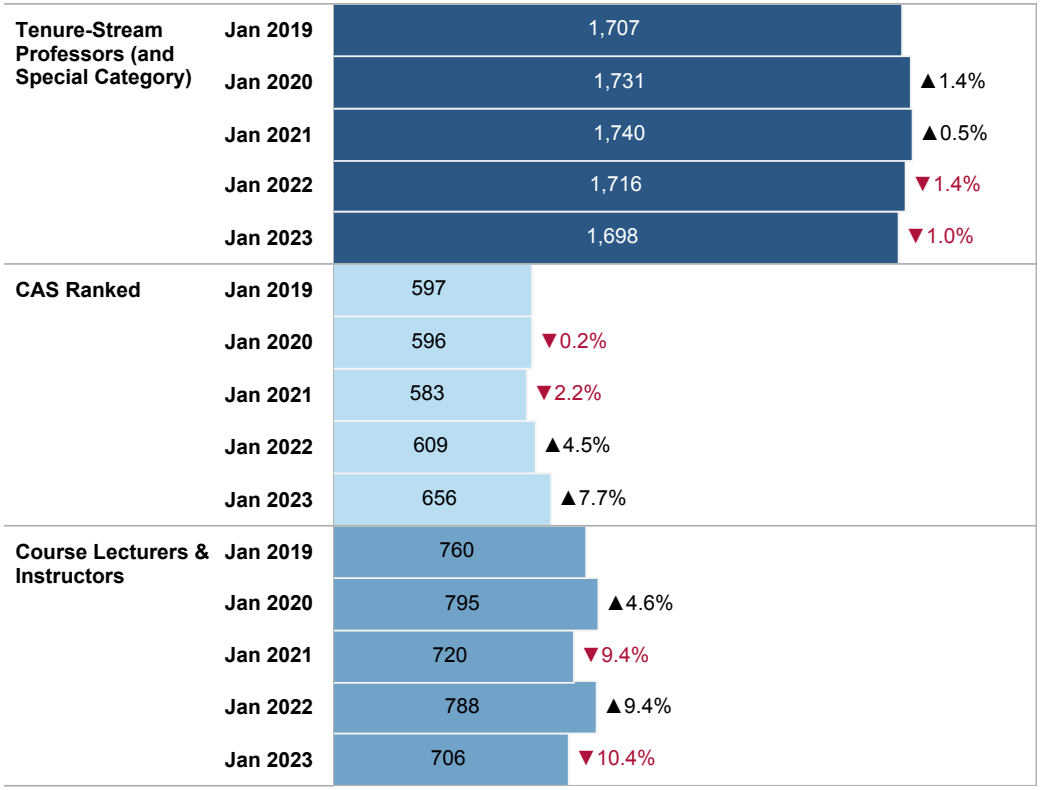
	Jan 2023				
	CAS Clinical McGill Teaching Hospital	CAS Clinical Other Affiliated Health Institution	CAS Clinical outside Faculty of Medicine & Health Sc..	TT Clinical	TT Clinician-Scientist
Fac Lecturer	142	1,274	159		
Asst Professor	938	217	37		
Assoc Professor	369	51	17	24	2
Professor	74	2	1	103	13
Grand Total	1,523	1,544	214	127	15

	Jan 2021	Jan 2022		Jan 2023	
CAS Clinical McGill Teaching Hospital	1,438	1,490	▲3.6%	1,523	▲2.2%
CAS Clinical Other Affiliated Health Institution	1,330	1,364	▲2.6%	1,544	▲13.2%
CAS Clinical outside Faculty of Medicine & Health Sciences	202	205	▲1.5%	214	▲4.4%
TT Clinical	135	130	▼3.7%	127	▼2.3%
TT Clinician-Scientist	8	9	▲12.5%	16	▲77.8%
Grand Total	3,113	3,198	▲2.7%	3,424	▲7.1%

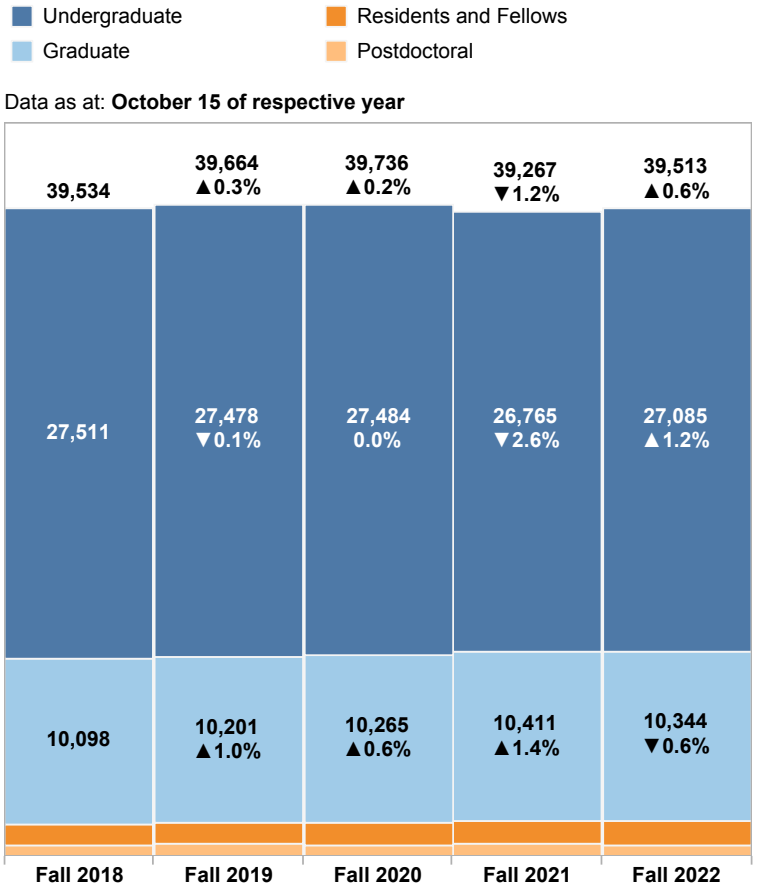
Academic Staff and Student Growth

Academic Staff Headcount

Excluding: **LTD, Post-Retirement, Clinical non Tenure-Stream Staff, Librarians**



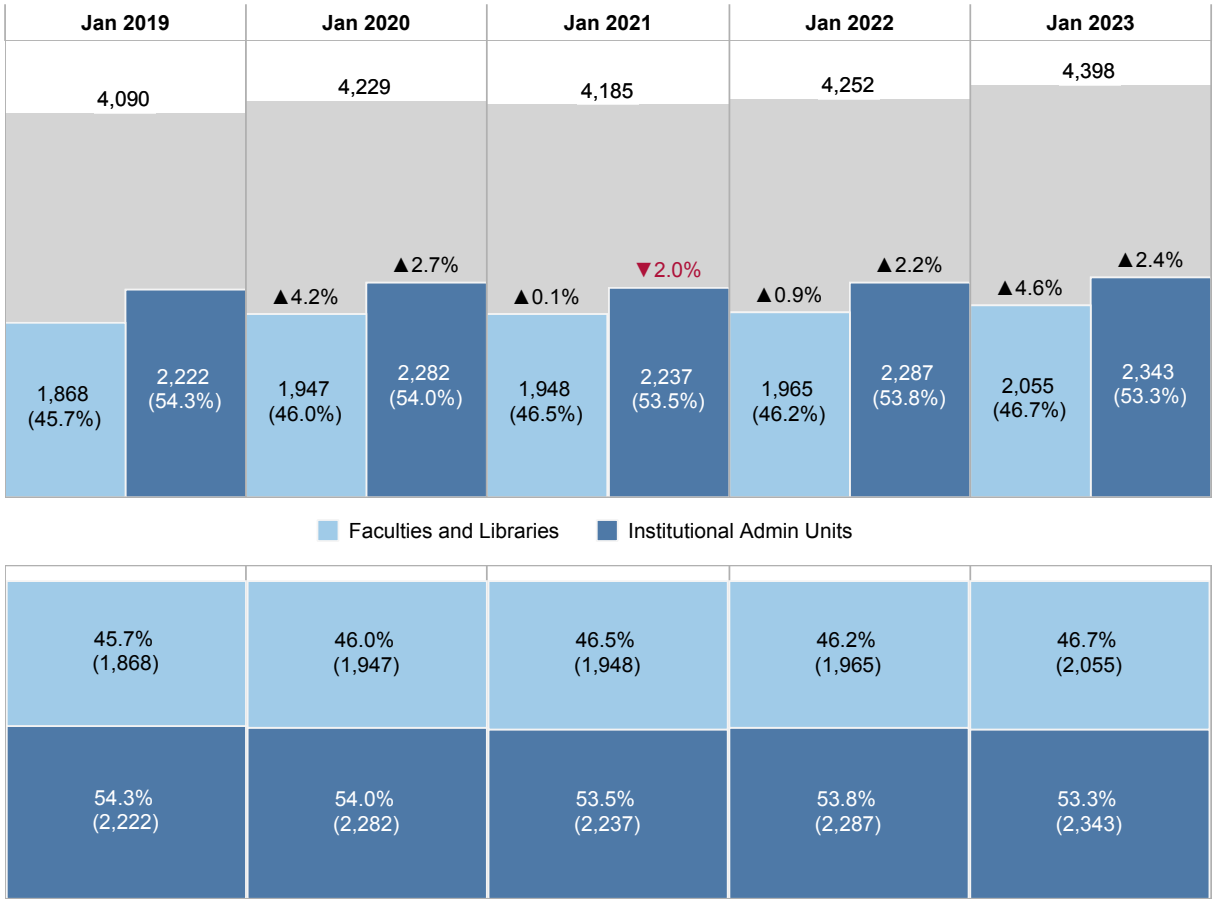
Fall Enrolment



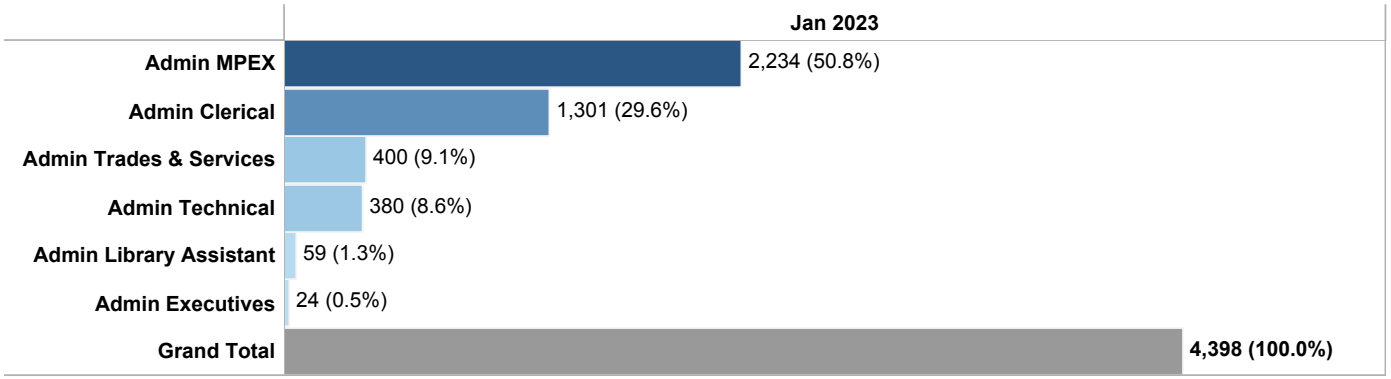
Administrative and Support Staff

Overview of Administrative and Support Staff at McGill

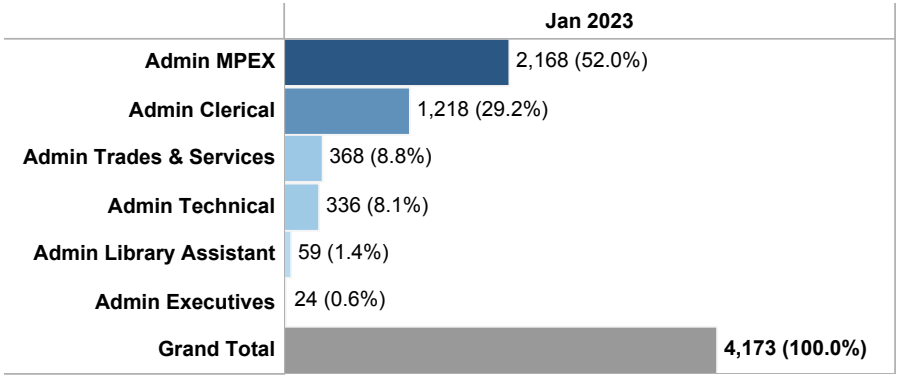
Administrative Staff Headcount by Location



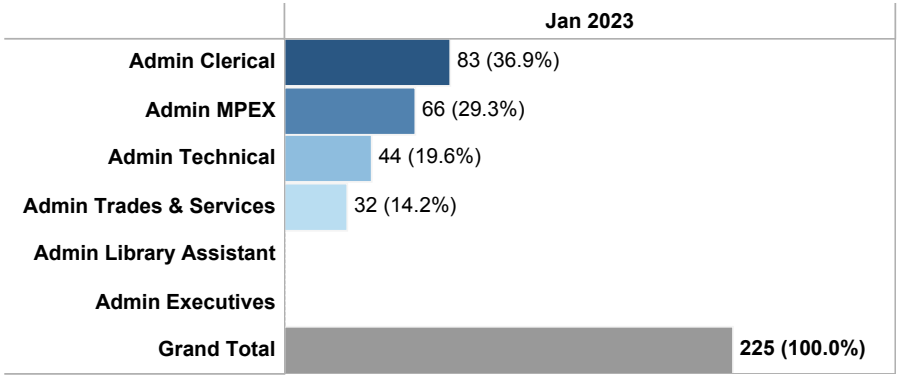
Administrative Staff Categories



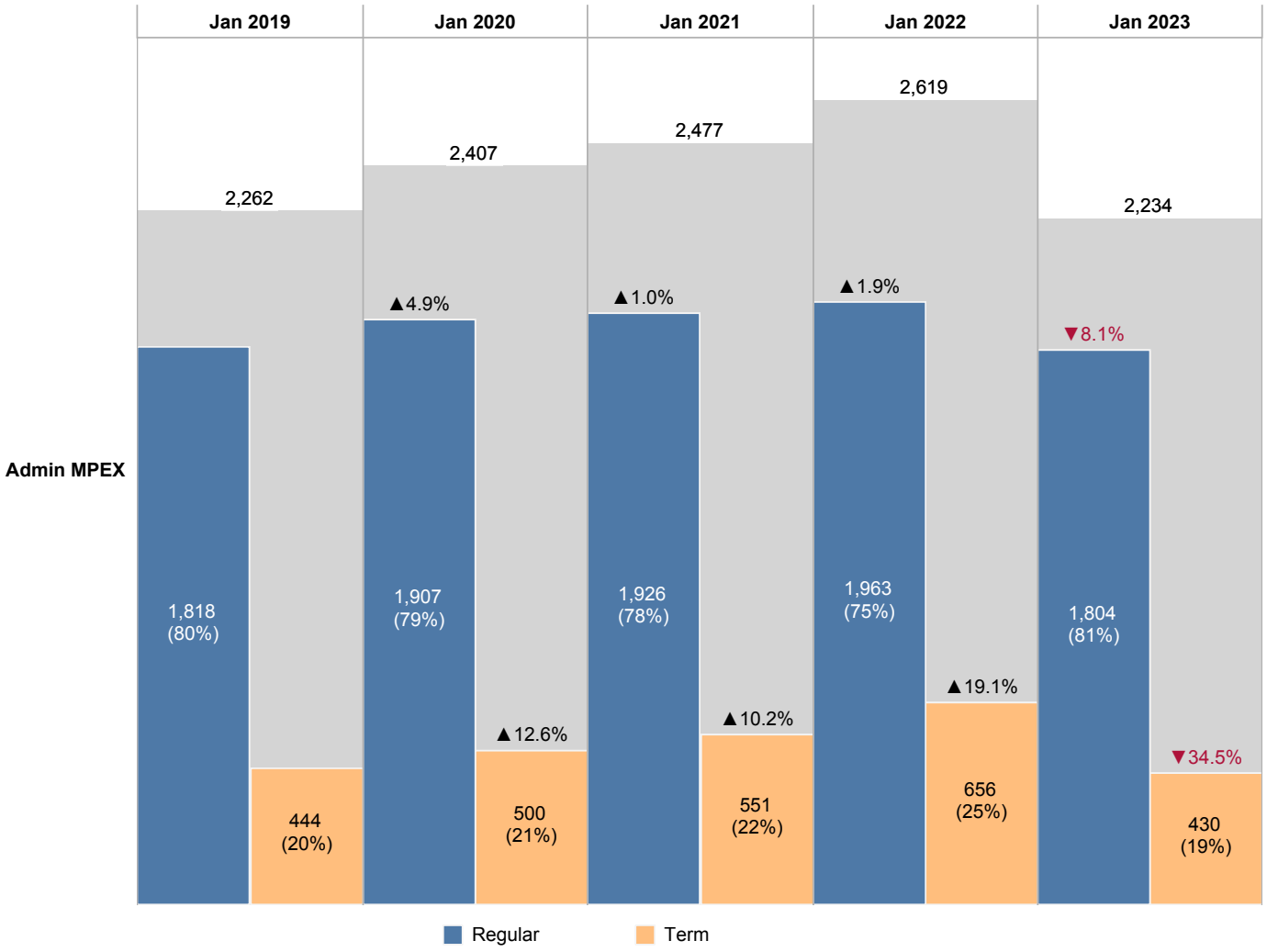
Full-Time Administrative Staff



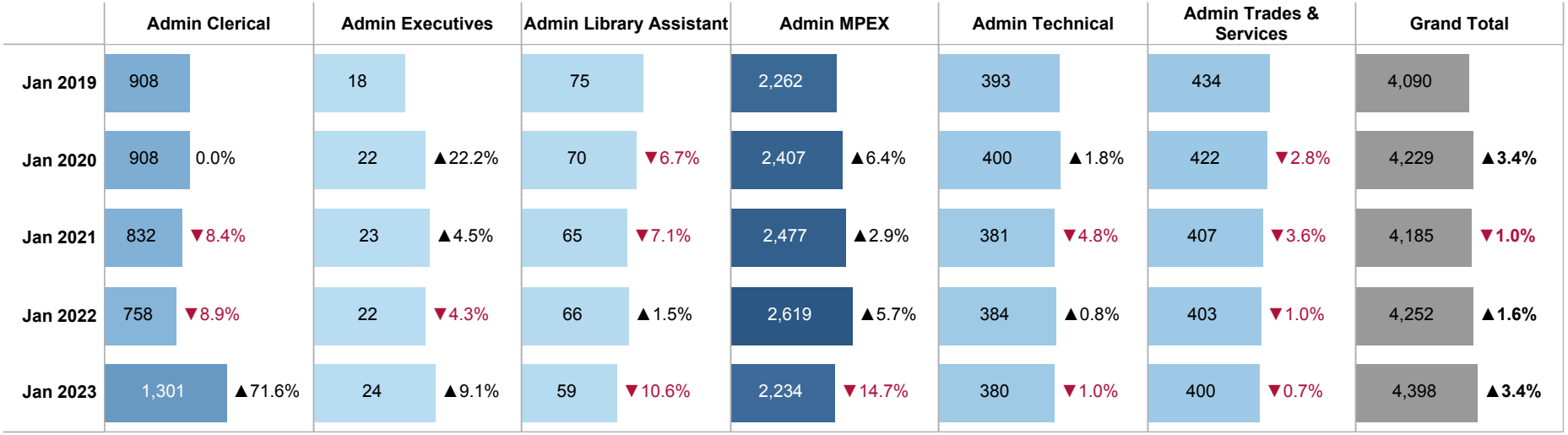
Part-Time Administrative Staff



MPEX - Term vs Regular

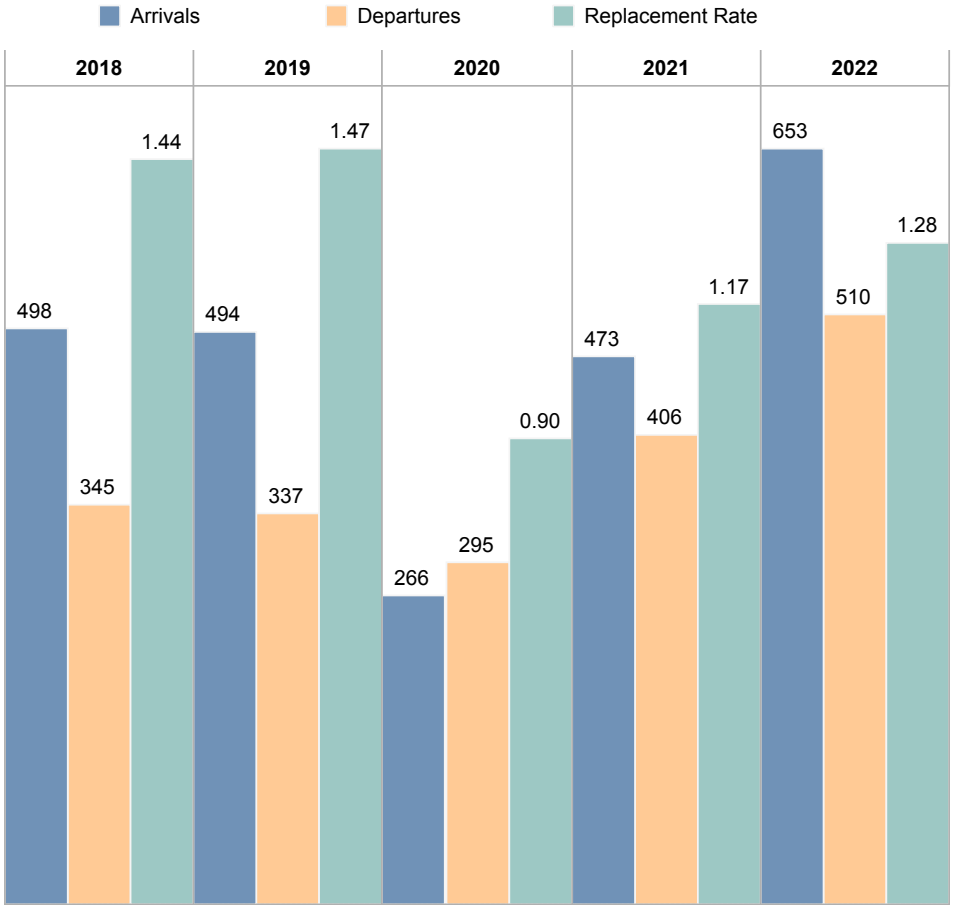


Overall Headcounts, Over Time by Job Classification



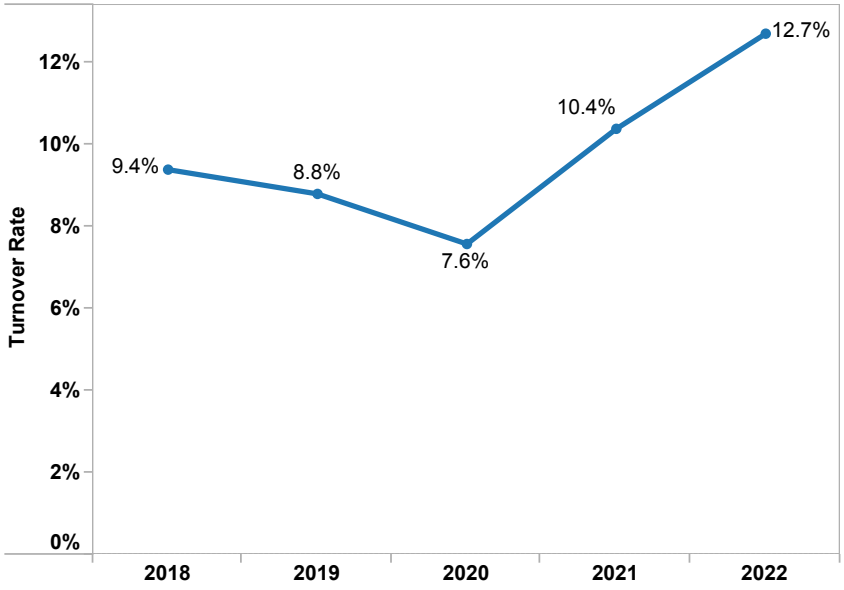
	Jan 2019	Jan 2020		Jan 2021		Jan 2022		Jan 2023	
Admin Clerical	908	908	0.0%	832	▼8.4%	758	▼8.9%	1,301	▲71.6%
Admin Executives	18	22	▲22.2%	23	▲4.5%	22	▼4.3%	24	▲9.1%
Admin Library Assistant	75	70	▼6.7%	65	▼7.1%	66	▲1.5%	59	▼10.6%
Admin MPEX	2,262	2,407	▲6.4%	2,477	▲2.9%	2,619	▲5.7%	2,234	▼14.7%
Admin Technical	393	400	▲1.8%	381	▼4.8%	384	▲0.8%	380	▼1.0%
Admin Trades & Services	434	422	▼2.8%	407	▼3.6%	403	▼1.0%	400	▼0.7%
Grand Total	4,090	4,229	▲3.4%	4,185	▼1.0%	4,252	▲1.6%	4,398	▲3.4%

Administrative and Support Staff - Arrivals and Departures



Replacement Rate = Arrivals / Departures

Turnover Rate



	2-year AVG	3-Year AVG	5-Year AVG
2022	11.5%	10.2%	9.8%

Turnover Rate = Departures / AVG(Staff at Start of Year, Staff at End of Year)

Where
the **Start** is the **staff count** in January of the **current year** (i.e. Jan 2022)
and the **End** is the **staff count** in January of the **next year** (i.e Jan 2023)

Appendices

Academic Staff Classifications

Tenure-Stream Academics (and special category):
Assistant/Associate/Full professors
Assistant Professor (Special Category): An academic staff member appointed to a pre-tenure-track position for a non-renewable definite term of one year. On the fulfillment of the condition(s) specified in the letter of appointment, will be appointed as a tenure-track Assistant Professor.
Governed by the Regulations Relating to the Employment of Tenure-track and Tenure Academic Staff
(https://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf)

Tenure-Stream Librarians:
Assistant/Associate/Full librarians
Governed by the Regulations Relating to the Employment of Librarian Staff
(https://www.mcgill.ca/secretariat/files/secretariat/employment_of_librarian_staff_regs_relating_to_the.pdf)

Contract Academic Staff (CAS):
Ranked:
Faculty Lecturer & Senior Faculty Lecturers: Primary duty to teach
Assistant/Associate/Full Professors (non-tenure-stream): expected to perform two of the three categories of academic duties (teaching / research / service)
Descriptors to be applied to professors (mandatory) and lecturers (optional): Clinical, Professional, Research, Teaching, Academic Administration, Post-retirement (nil salary)
Unranked:
Academic Associate / Senior Academic Associate
Adjunct
Affiliate member (primarily appointed at another institution)
Associate member (never primary appointment)
Professor of Practice
Governed by the Regulations Relating to the Employment of Contract Academic Staff
(https://mcgill.ca/secretariat/files/secretariat/regulations_relating_to_the_employment_of_contract_academic_staff.pdf)

Visiting Academic Staff:
Visiting Fellow / Professor / Scholar / Librarian
Governed by and defined in the Regulation Relating to Visiting Academic appointments
(https://www.mcgill.ca/secretariat/files/secretariat/regulations_relating_to_visiting_academic_appointments.pdf)
except for visiting librarians who are governed by the Regulations on Librarian staff listed above

Unionized Academic Staff:
Course lecturer /Instructor, Research Associate / Assistant
Employment of unionized staff is governed by the relevant collective agreement; all found here https://www.mcgill.ca/hr/employee-relations/assocs-unions

Academic Administrative Appointments
Multiple academic administrative appointments exists in conjunction with a primary academic appointment (Dean, Vice-Dean, Associate Deans, Chair, Director, Program Director, etc.).
In this report, we only count individuals once, based on their primary appointment regardless of the number of appointments they hold.

Appendices

Administrative and Support Staff Classifications

Executive staff
Vice-Principals and Associate Vice-Principals who are not tenure-stream staff, Executive Directors leading large administrative units and a few staff reporting directly to members of the Senior Administration. Senior Administration staff who are tenure-stream academics are included in the academic staff counts within their academic department home.

Management, professional, and excluded
Management positions as well as specialized professional functions. Management roles within this group range from first-line supervisors, entry level professionals to senior directors.
This grouping also includes staff appointed to administrative positions that are excluded from the MUNACA bargaining unit due to the confidential nature of the duties, and M-term appointments.
Approximately 570 staff members in this group became unionized in October 2019.

Clerical staff
Perform a range of administrative functions in support of academic and administrative units across the University. Clerical staff members at McGill are unionized.

Technical staff
Perform a range of specialized technical functions, mainly in support of the University's research laboratory activities and computer operations. These positions are unionized.

Library Assistants
Perform a range of duties in support of the operations of the Libraries, including lending, edited cataloguing, ordering, accessioning and shelving. Library Assistants are unionized at McGill.

Trades and services staff
Includes the University's tradespeople, such as plumbers and electricians, staff responsible for building maintenance and grounds keeping, as well as support staff in the Faculty Club and student residences. These positions are unionized.

Unionized staff
There are a small number of unionized staff members who occupy support roles in student health services, as well as in residences and the Gault Estate.

The collective agreements for the 14 unions, and the information for the 2 non-unionized associations at McGill are available on the website
https://www.mcgill.ca/hr/employee-relations/assocs-unions

Appendices

Academic Staff by Faculty

Excluding: **LTD, Clinical non Tenure-Stream Staff, Post-Retirement, Librarians**

	Jan 2019			Jan 2023					
	Tenure-Stream Professors (and Special Category)	CAS Ranked	CAS Un-ranked (incl. Visiting)	Tenure-Stream Professors (and Special Category)		CAS Ranked		CAS Un-ranked (incl. Visiting)	
Faculty of Agric Environ Sci	90	17	63	89	▼1%	20	▲18%	56	▼11%
Faculty of Arts	328	59	215	312	▼5%	64	▲8%	80	▼63%
School of Continuing Studies		29	4			33	▲14%	4	0%
Fac Dental Medicine & Oral HS	20	21	17	23	▲15%	13	▼38%	10	▼41%
Faculty of Education	75	9	16	71	▼5%	14	▲56%	7	▼56%
Faculty of Engineering	156	1	65	162	▲4%	6	▲500%	61	▼6%
Faculty of Law	44	1	26	44	0%	2	▲100%	35	▲35%
Faculty of Medicine & Hlth Sci	579	357	659	578	0%	392	▲10%	622	▼6%
Desautels Faculty Management	80	26	27	81	▲1%	36	▲38%	12	▼56%
Schulich School of Music	61	26	7	63	▲3%	24	▼8%	9	▲29%
Faculty of Science	273	51	120	275	▲1%	51	0%	91	▼24%
McGill University Libraries			2			1		3	▲50%
Student Services								1	
Other	1		7		▼100%			10	▲43%
Grand Total	1,707	597	1,228	1,698	▼1%	656	▲10%	1,001	▼18%

Unionized Academic Staff

	Jan 2019		Jan 2023			
	Course Lecturers & Instructors	Research Assistants & Associates	Course Lecturers & Instructors		Research Assistants & Associates	
Faculty of Agric Environ Sci	19	47	14	▼26%	53	▲13%
Faculty of Arts	148	14	138	▼7%	51	▲264%
School of Continuing Studies	186		162	▼13%	1	
Fac Dental Medicine & Oral HS		18			23	▲28%
Faculty of Education	53	9	64	▲21%	23	▲156%
Faculty of Engineering	45	36	38	▼16%	70	▲94%
Faculty of Law	24	1	21	▼13%	10	▲900%
Faculty of Medicine & Hlth Sci	83	279	86	▲4%	350	▲25%
Desautels Faculty Management	41	3	28	▼32%	3	0%
Schulich School of Music	132	5	130	▼2%	6	▲20%
Faculty of Science	29	59	25	▼14%	81	▲37%
McGill University Libraries					2	
Other		1			3	▲200%
Grand Total	760	472	706	▼7%	676	▲43%

Unionized academic staff counts for the Faculty of Law do not include tenure-stream professors pending conclusion of a collective agreement with the Association of McGill Professors of Law.

Appendices

Contract Academic Staff – Non clinical

Ranked Contract Academic Staff by Academic Rank (% full-time)

	Jan 2019			Jan 2023		
	Headcount	% Full Time	Headcount % Change	Headcount	% Full Time	Headcount % Change
Fac Lecturer	297	40.4%		340	48.5%	▲14.5%
Sen Fac Lecturer	21	95.2%		31	93.5%	▲47.6%
Assoc Professor - Non Tenure-Stream	69	55.1%		91	70.3%	▲31.9%
Asst Professor - Non Tenure-Stream	203	34.5%		178	60.7%	▼12.3%
Professor - Non Tenure-Stream	7	28.6%		15	86.7%	▲114.3%
Grand Total	597	41.9%		655	57.9%	▲9.7%

Unranked Contract Academic Staff

	Jan 2019	Jan 2023
Adjunct Professor	554	532
Professor of Practice	18	28
Affiliate Member	397	210
Academic Associate	126	144
Senior Academic Associate	6	4
Grand Total	1,101	918

Appendices

Long Term Disability and Sabbatical Leaves

Long Term Disability

	Academics	Admin Support
Jan 2019	13	86
Jan 2020	15	95
Jan 2021	17	92
Jan 2022	15	85
Jan 2023	13	81

Sabbatical Leaves

Academic Year	12 month	6 month (1st or 2nd half sabbatical)	Grand Total
2021-2022	123	59	182
2022-2023	133	49	182
2023-2024	144	27	171

Appendices

Salary Mass by Source of Funds

*Excluding: **LTD**

Admin Staff & Trade Services

	Jan 2019			Jan 2023		
	Admin Support	**Trades/Services**	**Total**	**Admin Support**	**Trades/Services**	**Total**
Operating / University Allocation	$162,543K	$12,871K	$175,414K	$202,127K	$14,289K	$216,417K
Self-financing & Special purpose	$37,138K	$6,307K	$43,445K	$47,497K	$6,190K	$53,687K
Other Funds	$32,884K	$189K	$33,073K	$44,120K	$100K	$44,220K
Total	$232,566K	$19,366K	$251,932K	$293,745K	$20,580K	$314,324K
% Difference in Total Salary				▲26.3%	▲6.3%	▲24.8%
% Operating/University Allocation of Total	69.9%	66.5%	69.6%	68.8%	69.4%	68.9%
% Self-financing & Special purpose of Total	16.0%	32.6%	17.2%	16.2%	30.1%	17.1%
% Other Funds of Total	14.1%	1.0%	13.1%	15.0%	0.5%	14.1%

Operating/University Allocation - 1A: Represents a unit's fundamental and ongoing operations, typically in the programs of Teaching, Academic and Support Services.

Operating/Self-financing - 1B: Represents a unit's fundamental and ongoing self-funded operations, typically in the programs of Community, Student and Ancillary Services.

Special purpose/Self-financing - 1C: Represents unrestricted activity for a unit, with continuation dependent on participation and availability of funding.

Other funds - funds such as research and restricted funds, endowment and trust funds, etc.

https://www.mcgill.ca/apo
https://www.mcgill.ca/hr