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**To:** Academic Staff  
**From:** Anthony C. Masi, Interim Provost  
**Date:** 30 June 2005  
**Subject:** Academic Salary Policy 2005-2006

This memorandum summarizes the academic salary policy for 2005.

### **Academic Salary Policy**

Effective 1 December 2005, there will be an across-the-board increase of 1.6% of total academic salary for all eligible academic staff members who were on the University payroll as of 1 November 2004.

An amount of approximately 3.25% of the academic salary budget has been allocated for merit increases for eligible academic staff. The per-capita allocation to each Faculty for the merit increase will be \$2,610 for each eligible full-time academic staff member employed on 1 November 2004. The merit increase will take effect on 1 December 2005, but only academic staff who were on the University payroll as of 1 November 2004 are eligible. Merit increases will be awarded to individuals strictly on the basis of their academic performance during the period 1 June 2004 to 31 May 2005, and will be based on one of the five flat-amount categories (0, \$975, \$1,950, \$2,925 and \$3,900).

### **Dedicated Envelope**

A special envelope of \$720,000 has been set aside to address issues of retention and anomaly corrections.

### **Professional Development**

A Professional Development Allowance of up to \$500 during the period from 1 June 2005 to 31 May 2006 for eligible staff members can be used to cover the costs of membership in scientific societies, registration for scientific meetings and subscription to scientific journals. In addition, the allowance may be used to buy computer hardware and software. The allowance is administered by the Office of the Vice-Principal (Administration and Finance).

([www.mcgill.ca/vpadmin/forms/](http://www.mcgill.ca/vpadmin/forms/))

### **One-time lump sum payment**

A one-time lump sum payment of \$100 will be paid to staff members who were eligible for the December 2004 Salary Policy. This amount represents a single payment from residual monies in the 2004 Salary Policy budget and will be reflected on the pay cheque of 30 June 2005. The remainder of the residual from the 2004 Salary Policy will be used to cover the 6% salary increase for Assistant Professors who were promoted to Associate Professor in the 2005 cohort.

### **Promotional Salary Increase**

Individuals promoted from Assistant to Associate Professor (tenure-stream) on or after 1 June 2005 will receive a flat \$5,000 increase to salary rather than a 6% increase. Also starting 1 June 2005, individuals who are promoted from Associate to Full Professor will receive a flat increase of \$5,000.

### **Academic Salary Confirmation**

Effective December 2005, confirmation of individual salary increases will be available directly through MINERVA. The electronic confirmation will reflect the same salary information contained in the old salary confirmation letters, including retention/anomaly adjustments, if any.