

**OFFICE OF THE PROVOST**

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To : Academic Staff

From : Anthony C. Masi, Provost

Date : 19 June 2007

Subject : **Academic Salary Policy 2007-2008**

An amount of 5.8% of total academic salary mass has been allocated for the 2007-2008 academic salary policy and is attributed as follows:

Across-the-board increase

Effective 1 December 2007, there will be an across-the-board increase of 1.35% of total academic salary for all eligible academic staff members.

Merit award

An amount equal to 3.35% of the academic salary mass has been allocated for merit increases for eligible academic staff. The merit increase will take effect on 1 December 2007. Merit increases will be awarded to individuals strictly on the basis of their academic performance during the period 1 June 2006 to 31 May 2007, and will be based on one of the five flat-amount categories (\$0, \$1,035, \$2,070, \$3,105 and \$4,140).

To be eligible for the across-the-board increase and merit award, staff members must have been formally appointed on or before 1 November 2006.

Anomaly and Retention Envelope

A special envelope of 0.6% of academic salary mass has been set aside to address issues of retention and anomaly.

Promotional Increase Envelope

An amount representing 0.4% of academic salary mass has been allocated to cover promotional increases for librarians and professors promoted to the rank of associate or full librarian/professor.

Professional Development

An amount equal to 0.1% of academic salary mass has been allocated to fund the Professional Development Allowance. A Professional Development Allowance of up to \$500 is available, for eligible academic staff members, during the period from 1 June 2007 to 31 May 2008 to cover costs related to the purchases associated with memberships in scientific societies, registration for scientific meetings, subscription to scientific journals, and the purchase of scholarly books. In addition, the allowance may be used to reimburse expenses incurred for computer hardware and software. The program is administered by the Office of the Vice-Principal (Administration and Finance). Details regarding the program, including application forms and contact information, may be obtained at <http://www.mcgill.ca/vpadmin/pdf>.

Note that the yearly allowance of \$500 may now be accumulated, to a maximum of \$1,500, over a three-year period.

Academic Salary Confirmation

Confirmation of individual salary increases will be available through MINERVA. Paper salary confirmation letters will no longer be provided. The electronic confirmation will reflect the across-the-board and merit increases, including anomaly and retention adjustments, if applicable. Salary increases will appear on the pay cheque of 15 December 2007.