

**Office of the Provost and Vice-Principal (Academic)  
Bureau du vice-principal exécutif et vice-principal aux études**

McGill University  
James Administration Building  
845 Sherbrooke Street West  
Room 504  
Montreal, Quebec H3A 0G4

Université McGill  
Pavillon de l'administration James  
845, rue Sherbrooke Ouest  
Bureau 504  
Montréal, Québec H3A 0G4

**Academic Personnel Office**  
academic.personnel@mcgill.ca  
www.mcgill.ca/apo

**To:** Deans  
Chairs and Directors of Academic Units  
Academic Staff

**cc:** Principal and Vice-Chancellor  
Deputy Provost  
Vice-Principals  
Associate Vice-Principal (Human Resources)  
Associate Provost (Academic Priorities and Resource Allocation)  
Associate Provost (Equity and Academic Policies)  
Director, Total Compensation, Human Resources

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

**Date:** 19 January 2017

**Subject:** **Academic Salary Policy FY2017-2018**



I am pleased to announce the components of the FY2017-2018 academic salary policy and related compensation for eligible academic staff. The detailed implementation guidelines and timetable are attached, while their salient features are summarized below.

**1.0 SCOPE**

The components of the academic salary policy and related compensation 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** The components of the FY2017-2018 Academic Salary Policy are as follows:

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

Effective 1 June 2017, there will be an across-the-board increase of 0.75% 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 2017, there will be a performance-based discretionary merit increase (flat sum) for eligible academic staff as set out in the Implementation Guidelines.

**c) Anomaly or retention adjustments**

Effective 1 June 2017, a retention or anomaly adjustment will be added to the base academic salary (excluding stipends and awards) of eligible academic staff for whom a special request has been made by the Dean. All requests for a retention or anomaly adjustment must be related to issues of retention or 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 be employed in an eligible academic classification, and must satisfy all of the eligibility criteria as detailed in 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 2017 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 2017, and will be reflected on the pay of 9 June 2017.

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

### **2.2 PROMOTIONAL INCREASE**

A portion of the academic salary mass has been reserved to cover salary increases for librarians and professors (full-time ranked CAS professors and tenure-track and tenured professors) who are promoted to the rank of associate or full librarian, and to the rank of associate or full professor. Upon promotion, the staff member will receive a \$5000 increase applied to their base academic salary.

### **2.3 PROFESSIONAL DEVELOPMENT ALLOWANCE**

A Professional Development Allowance, funded separately and administered by Financial Services, is also available.

Eligible staff members may be able to claim up to \$750 in eligible expenses during the period 1 May 2017 to 30 April 2018. 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**

Questions regarding the academic salary policy may be directed to the following offices:

- **Human Resources:**

Concerning implementation, please contact Daniel Gélinas, Total Compensation (Human Resources) at local 2303.

- **Office of the Provost and Vice-Principal (Academic):**

Concerning general information on performance assessment, merit and special cases, please contact the Associate Provost (Equity and Academic Policies), [angela.campbell@mcgill.ca](mailto:angela.campbell@mcgill.ca), local 1660.

Concerning general information on budget allocation, and cases for retention or anomalies adjustments, please contact the Associate Provost (Academic Priorities and Resource Allocation), [ghyslaine.mcclure@mcgill.ca](mailto:ghyslaine.mcclure@mcgill.ca), local 8389.