

Full text of proposed changes to MoA sections 13.3.3 & 13.5

13.3	Selective Salary Increases	
13.3.1	<p>Selective salary increases are intended to move a Member through the salary structure at a rate determined by her/his achievements in the profession and contributions to the University, measured by annual performance ratings undertaken as specified in 13.5. In order to ensure orderly career progress consistent with long-range academic goals, the commitment of funds required for this purpose shall have the highest priority in the preparation of the annual budget.</p>	
13.3.2	<p>Within each Faculty, the Selective Increase Pool for Members shall be determined as follows:</p> <p>0.25 SIU for each FTE Member, plus 0.25 SIU for each FTE Member with salary below T2, plus 0.5 SIU for each FTE Member with salary below T1.</p> <p>For these purposes the value of the SIU shall be its value as of May 1 of the salary year in which the selective increases are to take effect, adjusted from year to year as specified in 13.2.2.</p>	
13.3.3	(a)	<p>A Member's selective salary increase depends both on her/his annual performance rating (actual R) and on the position of the Member's salary relative to the thresholds T1 and T2 for her/his rank. Thus the annual performance rating (adjusted R) for purposes of calculating a Member's selective increase amount may not be the same as the annual performance rating (actual R) determined as specified in 13.5.5. For Members on a biennial performance review cycle, during non-review years, actual R is equal to the actual R for the previous year. These non-review year actual Rs are subject to adjustment, just as review year actual Rs are. The appropriate values for the adjusted annual performance rating shall be determined in the following way:</p> <p>If salary is less than T1 then adjusted R is actual R</p> <p>If salary is equal to or greater than T1 but less than T2 then adjusted R is actual R less 0.75</p> <p>If salary is equal to or greater than T2 then adjusted R is actual R less 1.25</p> <p>The value of adjusted R shall never be less than 0</p>
	(b)	<p>The actual dollar value in any one year associated with an adjusted R of 1.0 in each Faculty is calculated by adding all individual adjusted ratings in that Faculty together, and dividing the resulting number into the total value of that Faculty's Selective Increase Pool as determined by 13.3.2. All other adjusted R</p>

		values are assigned a selective increase dollar value by multiplying the adjusted R value by the dollar value of an adjusted R of 1.0.
	(c)	Where a selective salary increase as determined in 13.3.3 (a) and (b) would result in a salary which crosses a threshold, that increase shall be "feathered". That is to say, that part of the increase which would bring a Member's salary up to a threshold shall be received by the Member, but the part of the increase which would cause the salary to exceed the threshold shall be adjusted to make it commensurate with the selective increase to which she/he would be entitled with a salary at or above that threshold.
	(d)	Effective May 1, 2006, the University will provide annually an Anomalies Fund for each Faculty equal in value to five percent of that Faculty's Selective Increase Pool, to correct individual salary anomalies. These special permanent increases require the approval of the Vice President Academic and Provost (VPA&P) who shall consult with the President of the Association. Any unspent amount in the anomalies fund of a given Faculty will be carried forward to the next salary year.
	(e)	<p>Effective May 1, 2004, the University will provide annually an Outstanding Performance Fund for each Faculty equal in value to ten percent of that Faculty's Selective Increase Pool, to provide special permanent salary increases as described below.</p> <p>Members in each Faculty unit (department or school) whose annual performance rating for the current year is within the top twenty percent of ratings within the unit may be considered for a special permanent salary increase. For Members on a biennial review cycle, eligibility for consideration for Outstanding Performance Fund salary increases during non-review years are based on the previous year's performance ratings. Members who have received a special increase in either of the previous two years are not eligible to receive a special increase, and are excluded for purposes of determining the top twenty percent and those within it.</p> <p>All Members identified by the process above will form a single Faculty-wide pool. The Dean of the Faculty, in consultation with the Vice-President, Academic & Provost, will review the performance of all Members in this pool, and make special salary increase awards equal in value to one Selective Increase Unit (SIU) to a subset of them. For at least eighty percent of the awards, the sole criterion will be outstanding performance in teaching and scholarship. Remaining awards may be given on the basis of outstanding service to the University. Consideration also should be given to dispersing the awards across Faculty units, ranks, and to both women and men. Awards given on the basis of outstanding service will not be limited to Members</p>

	<p>holding administrative positions. The number of awards made will be such that, in the aggregate, they will differ from ten percent of each Faculty's Selective Increase Pool by less than one SIU, and any unspent amount in the Fund of a given Faculty will be carried forward to the next salary year. The Vice-President, Academic & Provost will publicly announce the award recipients.</p>
13.4	Miscellaneous
13.4.1	In every case, scale and selective increases shall be applied to the Member's nominal full-time salary.
13.4.2	For Members on approved pregnancy, adoption or parental leave: the full scale and selective increases shall apply.
13.4.3	For Members newly appointed within the evaluation year, or who are on full or partial unpaid leave for part of the evaluation year: the full scale increase shall apply, but the Merit Increase will be prorated by the fraction of the year served at the University.
13.5	Member Evaluation
13.5.1	<p>(a) Each Faculty shall have Faculty Performance Evaluation Guidelines setting out the evaluation criteria for that Faculty. <u>The Faculty Performance Evaluation Guidelines shall be reviewed and updated no less than once every five (5) years, and changes shall be approved by a majority vote of the Faculty Council no later than 15 October in the year before the evaluation calendar year to which the changes would apply. The Guidelines shall be consistent with this Agreement and with the evaluation criteria in Policy 77, and shall be made available to all Members prior to the commencement of the calendar year being evaluated. If there is a conflict between the Guidelines and this Agreement (or the criteria in Policy 77), the provisions in the Agreement (or the criteria in Policy 77) shall take precedence.</u></p>
	<p>(b) Each Department shall have an Addendum to their Faculty Performance Evaluation Guidelines setting out the performance expectations in the Department for scholarship, teaching, and service. <u>The Addendum shall be reviewed and updated biennially, and changes shall be approved by: (i) a majority vote of members of the Department, and (ii) the Faculty Dean who shall review for consistency with the documents listed in 13.5.1(c) no later than 15 October in the year before the evaluation calendar year(s) to which the changes would apply. The Addendum shall be consistent with this Agreement (and the evaluation criteria in Policy 77) and with the Guidelines. The Addendum shall be annually reviewed and updated, and changes shall be approved by a vote of members of the Department before the commencement of the evaluation calendar year to which it would apply. If there is a conflict between the Addendum and the Guidelines, or between the Addendum and</u></p>

	<p>this Agreement (or the criteria in Policy 77), precedence shall be given first to this Agreement (or the criteria in Policy 77), and then to the Guidelines.</p>
	<p>(c) Faculty Performance Evaluation Guidelines and Departmental Addenda shall be consistent with this Agreement, and with University policies, procedures and guidelines (including the evaluation criteria set out in Policy 77). Departmental Addenda shall also be consistent with Faculty Performance Evaluation Guidelines. In the case of a conflict, precedence shall be given first to this Agreement; then to University policies, procedures and guidelines; and then to the Faculty Performance Evaluation Guidelines.</p>
	<p>(d) Current versions of Faculty Performance Evaluation Guidelines and Departmental Addenda shall be posted on the relevant Faculty website and publically accessible.</p>
13.5.2	<p>(a) Each Member shall receive an annual performance evaluation based upon documentation provided by the Member, submitted in the format and by the deadline specified in the Faculty Performance Evaluation Guidelines. Performance evaluations shall occur on an annual basis for Members holding probationary or definite-term appointments, and on a biennial basis on odd numbered years for Members holding tenured or continuing appointments. A Member who does not submit the required documentation by the specified deadline normally will receive an overall rating of at most 0.5 as specified in 13.5.3.</p>
	<p>(b) Members shall provide documentation for the calendar year(s) under evaluation (one year for Members holding probationary or definite-term appointments, and two years for Members holding tenured or continuing appointments), plus the number of previous years specified by their Faculty Guidelines. Members shall in addition provide documentation for the number of previous years specified by their Faculty Guidelines. Scholarship shall be assessed on the total evidence from a window of two, three, or four years. Teaching and service shall be assessed on the evidence from the year(s) under evaluation. The remaining documented years shall provide context to the assessed evidence.</p>
	<p>(c) When Faculty Performance Evaluation Guidelines or Departmental Addenda change during the course of a Member's probationary contracts, the Member will continue to be governed by the guidelines and addenda in effect at the beginning of their first probationary contract, unless the Member elects to be governed by the new set of guidelines or addenda, at the Member's discretion. The Member shall advise their Department Chair if they elect to be governed by the new set.</p>
13.5.3	<p>Each Member shall receive one of the following nine numerical performance ratings in each of teaching, scholarship and service:</p> <ul style="list-style-type: none"> 2.0 Outstanding 1.75 Excellent 1.5 Very Good

		<p>1.25 Good 1.0 Satisfactory 0.75 Needs Some Improvement 0.5 Needs Significant Improvement 0.25 Needs Major Improvement 0.0 Unsatisfactory</p>
13.5.4	(a)	<p>Performance ratings shall pertain to the portion of the evaluation year during which the Member was a paid employee of the University, including sabbatical leave, but excluding pregnancy, adoption, parental, or sick leave.</p>
	(b)	<p>For newly appointed Members, and for Members on paid or unpaid leave, it may not be possible to assess performance in all three categories during the evaluation year. In these cases only, the practices described in 13.5.1, 13.5.2, and 13.5.3 may be amended as follows: (1) A newly appointed Member shall receive, in any category where assessment is not possible, a rating equal to the average rating of Members in the Department who hold the same rank; and (2) A continuing Member who has been on leave shall receive the average of up to the three previous years' ratings in any category where assessment is not possible as a result of the leave., in any category where assessment is not possible as a result of the leave, <ins>a rating equal to the average ratings of the three previous years in which the Member was not on leave.</ins></p>
	(c)	<p>In situations where a Member has held a fractional load appointment, or has taken a leave of absence, in the period for which evaluation data is being considered, expectations for quality shall remain the same but expectations for quantity shall be adjusted.</p>
13.5.5	(a)	<p>The overall rating (R) for each Member shall be computed as the weighted average of the individual ratings in teaching, scholarship and service for that year<ins>the year(s) being reviewed. For Members on a biennial performance review cycle, the rating for non-review years shall be equal to the rating for the previous review year.</ins> The weight for each area shall be as specified in the member's letter of appointment. In the absence of specified weights for professorial positions, the normal weights shall be 40 percent for teaching, 40 percent for scholarship, and 20 percent for service; for lecturer positions, the normal weights shall be 80 percent for teaching and 20 percent for service. These default weights do not apply to lecturer appointments made prior to May 1, 2008. , and existing weights<ins>Member weights</ins> remain in effect for the duration of the appointment unless otherwise changed under sub articles (b) and (c). There is no intended linear relationship between the percent for teaching and the number of courses taught.</p>
	(b)	<p>Weightings and duties may be adjusted in a formal agreement between the Member and the Chair with the approval of the Dean. The weights shall be at</p>

		least 20 percent in every category, except in the case of lecturer appointments. Weight redistribution does not modify the performance quality expected in any of the three areas, though expectations for quantity will change.
	(c)	Any such formal agreement under 13.5.5 (b) shall be by mutual consent and, except in the case of definite-term appointments, shall be for a period of up to 5 years but no less than 2 years. Such an agreement may be renewed by mutual consent.
	(d)	The performance evaluation of a Member shall be done with all evaluators being informed of the weights in each area, and any adjustments made to the weights in each area, over the entire period for which evaluation data is being considered. Each Member shall be informed of the weight information used in their evaluation. The Chair shall collect and provide this weight information, which must be consistent with sub article (a) and any adjustments made under sub articles (b) and (c).
13.5.6	(a)	The Chair has the responsibility for annual performance evaluations of all Members in the Department. The Chair shall inform the Dean of the proposed ratings in the three categories and overall.
	(b)	For Departments with 15 or fewer full-time equivalent regular faculty positions, the Members of the Department shall decide by majority vote whether to elect an advisory committee of no more than five Members to assist the Chair in carrying out the responsibility in 13.5.6 (a). A common committee spanning two or more small Departments may be considered.
	(c)	For Departments with more than 15 full-time equivalent regular faculty positions, the Members of the Department shall elect an advisory committee of no more than five Members to assist the Chair in carrying the responsibility in 13.5.6 (a).
13.5.7		The Dean shall review the ratings proposed by the Chair, and may establish an advisory committee to assist with this review. The Dean may modify the ratings for a Member or Members of a Department, if necessary, to maintain consistency of standards across the Faculty. The Dean shall inform the Chair in writing of the final individual and overall ratings, together with reasons for any changes.
13.5.8		The Chair shall inform the Member in writing of her/his final individual and overall ratings, and shall provide an opportunity for the Member to discuss her/his performance evaluation.

13.5.9	The Dean shall evaluate the performance of Department Chairs and Associate Deans, and shall forward proposed performance ratings in the three categories and overall to the VPA&P for approval. The VPA&P shall inform the Dean and the Chair or Associate Dean in writing with reasons of any changes in the recommended ratings.	
13.5.10	(a)	A Member who disagrees with her/his performance evaluation should proceed first to the Department Chair, and then, if not resolved, to the Dean of the Faculty for disposition.
	(b)	A Department Chair or Associate Dean who disagrees with her/his performance evaluation should proceed first to the Dean, and then, if not resolved, to the VPA&P for disposition.
	(c)	Annual Performance evaluations and selective salary increases are not normally grievable except under Article 9.2.2 or 9.2.3 of this Agreement.
13.5.11	<p>Histograms showing the distribution of final overall ratings in the Department, and by rank in the Faculty, shall be made available for perusal in the Offices of the Dean and Chair. Ratings histograms for small departments may be combined to preserve confidentiality.</p> <p>Histograms showing the distribution in each Department, and by rank in the Faculty, of: (a) final overall ratings and (b) unweighted ratings in the categories of teaching, scholarship, and service, shall be provided to each Member with their performance evaluation. Ratings histograms for small Departments may be combined with those of other Departments from similar disciplines in the same Faculty in order to preserve confidentiality.</p>	