Letter of Understanding:
Temporary change to Biennial Salary Review Process for 2021 and 2022

Preamble

Because of the uncertainties and disruptions produced by COVID-19, SFUFA and the University mutually agree that we should temporarily modify the biennial salary review process described in Article 33 of the collective agreement in order to decrease anxiety, to reduce workload, and to prevent potential unfairness.

Principles

1. The temporary modification of the biennial review process will cover two years, 2021 and 2022.

2. The process described below allows for faculty members to receive a mid-level salary step without undergoing a review.

3. For further clarity, the mid-level salary step that members will receive under this agreement is not linked to merit or performance evaluation in any way.

4. For faculty members who are pre-tenure, and for faculty members who received a step award of 0 or 0.5 in their previous review, reviews must be undertaken.

5. The value of the regular step amount will be calculated using the formula negotiated in the new collective agreement.

6. Knowing that many students have faced additional difficulties taking courses during COVID-19, and that many of these difficulties are outside the control of faculty members, data from course evaluations for the 2020/21 academic year will be returned to individual faculty members, who may choose to use it or not for purposes of reviews for tenure, promotion or salary review.

Operations

1. The biennial salary review process described in Article 33 of the collective agreement will be temporarily modified for Spring 2021 and Spring 2022 and the step awards will be calculated using the formula negotiated for the new 2019-2022 collective agreement.

2. All faculty members are invited to document disruptions to teaching, research or service that result from COVID-19. This can be accomplished by a memo to the department chair or director or the equivalent in non-departmentalized faculties (“the Chair”) and copied to Faculty Relations so that it can be placed in the faculty member’s file.

   In 2021 and 2022, faculties will receive 1.5 steps multiplied by the number of faculty who would normally be reviewed. All faculty members will receive 1.5 steps.

   In addition, Deans will be allotted 0.06 steps multiplied by the number of faculty who would normally be under review. The steps allotted to the Deans will be carried forward and will be
awarded at the Deans’ discretion, subject to Article 33, when biennial salary reviews revert to the normal process set out in Article 33 of the collective agreement. The total carryforward would be distributed over the two years of the biennial review cycle.

3. All faculty members who have received 0.0 or 0.5 steps in their previous review will receive a 1.5 step increase that is not in any way considered to be a reflection on their performance. These members are required to present documentation relevant to their progress since their last evaluation. This documentation must be provided to the Chair on or before January 15, 2020. The Chair will schedule a meeting with the faculty member to review the materials. The Chair will comment in writing on the member’s progress towards previously identified goals.

4. For faculty members who received 0.0 or 0.5 steps in their previous review, the receipt of 1.5 steps will not be taken into account for ongoing performance management purposes. Articles 34.1 and 34.2 of the Collective Agreement will continue to apply to these faculty members and they will continue to be subject to any ongoing performance management arising from their previous reviews.

5. All pre-tenure faculty members scheduled for review in either 2021 or 2022 are required to meet with their Chair to assess their progress towards tenure. The Chair will contact the pre-tenure faculty members in their department and schedule the evaluation. The Chair must document this evaluation in writing. Those faculty members who would normally be required to apply for tenure in the current academic year should be advised of the process for delaying their tenure application. All pre-tenure faculty scheduled for biennial review will receive 1.5 steps.

6. For the 2020/2021 academic year student evaluations of courses will continue, but data will only go to faculty members, who will have control over the use of the data in current and future reviews. This will be reviewed in summer 2021, once it is known whether in-person instruction will resume in fall 2021. Faculty members who choose to include student evaluations in their biennial salary reviews materials, must include all student evaluations from the relevant time period in the materials.

7. In fall term, 2022 SFUFA and the university will review whether modifications to the biennial salary review process should be extended or modified due to the impact of COVID-19, or whether a return to the biennial salary review process described in the collective agreement is appropriate.

8. SFUFA and the University will work on a joint communication plan to ensure that messages and instructions are consistent.