CHECKLIST for Biennial Faculty Salary Review 2020
(.Send to Faculty Relations on top of each salary review case)

NAME:__________________________________________________________

DEPT *: ______________________________________  2nd DEPT:_____________________________________

CURRENT RANK: ____________________________

CHAIR’S** RECOMMENDATION TO DEAN
Due: March 1, 2020

Chair’s Assessment:
☐ Increase recommended
☐ No increase recommended

Salary Recommendation: __________

Please attach the following to your Chair’s recommendation in chronological order; most recent on top:
(Do not send publications & teaching evaluations (only summaries) to the F.R. office; retain in the department)

☐ 1. Chair’s recommendation to the Dean
☐ 2. Copy of Chair’s recommendation sent to faculty member with advice of the 14 day period for faculty to respond to the Dean, and advice of possibility that final decision may differ from the Chair’s decision

Date copy transmitted to faculty member: ______________________

☐ 3. Candidate’s CV update (for at least 2 preceding years) and any other documentation required for consideration by dept./faculty (e.g. study leave report per Art. 46.24, teaching dossier)
☐ 4. Copy of correspondence (e.g. e-mail) notifying faculty member they are being considered

DEAN’S RECOMMENDATION TO VPA
Due: May 1, 2020

Dean’s Assessment:
☐ Recommendation is higher than Chair
☐ Recommendation is lower than Chair
☐ Recommendation is in agreement with Chair
☐ No increase recommended

Salary Recommendation: __________

Please attach items 1–4 of the Chair’s recommendation plus the following items 5–10 of the Dean’s recommendation, in chronological order with most recent on top:

☐ 5. Dean’s Recommendation to the VPA
☐ 6. Copy of above recommendation sent to faculty member (with advice of 14 day response period

ONLY when recommendation of 0 steps by both Dean/Chair or if Dean recommends a lower step award than the Chair.)

Date copy transmitted to faculty member: ______________________

☐ 7. Copy of response from faculty member to the Dean
☐ 8. Copy of summary of assessment by Dean to faculty member with advice of 14 day response period (in the case that Dean intends to make a lower recommendation than Chair)
☐ 9. Copy of summary of assessment by Dean to Chair for comment (in the case that the Dean intends to make a more favourable recommendation than Chair)
☐ 10. Additional material considered by Dean (if applicable)

Direction for salary review cases:
☐ To USAC
☐ To President

For salary review cases when the Dean and Chair disagree and the faculty member appeals, or when the Dean and Chair make no recommendation for a salary increase and the faculty member appeals

NOTE: Send ALL cases to Faculty Relations for distribution

* Department = Department/School/Faculty  ** Chair = Chair/Director/Dean/Associate Dean