Faculty Relations Interpretation Bulletin

**Topic: Salary Placement on Promotion: Consideration of Steps Awarded But Not Received**  
*Collective Agreement Article 32.23*

Normally the step award on promotion for Research and Teaching Faculty is up to two steps in Year 1 and Year 2 (Article 42.35.2). However, the TPC and the Dean are also instructed to take into account the criteria in 32.23 and 32.24 as follows:

32.23 At the time of promotion, a Member’s entire career performance is reviewed and salary placement in the new rank is made on the basis of that review. **In particular, consideration should be given to steps awarded but not received.** Promotion adjustments usually take effect on September 1st. The recommendation for placement on promotion will include a recommendation for step awards in the year following promotion.

32.24 Deans will review all salary adjustments at the time of promotion to prevent and/or address inequities that may be attributable in whole or in part to any prohibited ground of discrimination.

The purpose of the highlighted section of 32.23 is to provide an opportunity for a TPC to consider giving a larger step award where hard ceilings may have prevented a high-performing faculty member from accruing any benefit (e.g. from steps awards of 1.5 or 2.0 for research faculty) in recent biennial reviews.

Intended to provide an opportunity for review, this provision should not be interpreted to imply an automatic aggregation of all steps awarded but not received. Prior to the current Collective Agreement, an award of 1.5 or higher was a requirement for salary advancement for Assistant and Associate Professor at step 10 or higher. Therefore, in most cases, salary review awards of 1.0 or less for research faculty at hard ceilings would not be awarded on promotion pursuant to Article 32.23.

Alternately, the following are examples of cases that might warrant this consideration for steps awarded but not received pursuant to Article 32.23:

i) An Assistant Professor who reached the hard ceiling (Step 12) quickly and continued to receive 1.5 or 2.0 merit awards but remained at the ceiling for a few review cycles before being eligible to apply for promotion; or

ii) An Associate Professor at the hard ceiling (Step 12) who was unable to benefit monetarily from salary review awards of 1.5 or 2.0 on one (or more) biennial reviews prior to promotion.
It is our recommendation that promotion cases currently underway (2016-17) involving members at hard ceilings (September 1, 2013 salary scales) prior to applying for promotion should be sent back to TPCs. The TPC will need to re-consider this provision and make an explicit decision about whether or not additional steps should be awarded. This consideration must be noted in the TPCs recommendation irrespective of whether extra steps are awarded or not.

Finally, for this cycle, Ceiling Adjustments provided to those at the hard ceiling of any rank on both August 31 2016 and September 1, 2016 (as per Article 42.16) must be taken into consideration by the TPC when considering steps awarded but not received (i.e.: members should not be compensated twice for being at ceilings in 2016).