MEMORANDUM

ATTENTION: Deans, Directors, Chairs

cc: Chair's/Director's/Dean's Secretaries

FROM: Catherine Stoddard, Director

RE: 2018 Biennial Salary Review

DATE: December 15, 2017

The information below is provided to assist you with the 2018 biennial salary review process.

1.0 Biennial Salary Review Faculty List

I have attached a list of the teaching and research faculty members due for their biennial salary review in your Faculty/Department/School in 2018. Excluded from the list are known retirements (including applications for enhanced early retirement), resignations, and faculty members up for promotion in 2018.

The total number of steps allocated to your Faculty (non-Departmentalized), Department or School is 1.3 times the number of all faculty scheduled to be reviewed (including those at the top of the scale).

Some Deans require Chairs and Directors to make their recommendations on the basis of 1.25 times the number of faculty listed for their Department or School. Please check with your Dean if you are uncertain of limitations on your recommendations.

If your records do not agree with the enclosed list or if you have any questions regarding the faculty members identified for the biennial review in your unit, please contact your Faculty Relations Advisor.

2.0 Article 33: Biennial Reviews and Step Awards (Research and Teaching Faculty)

Article 33 governs Faculty Salaries and the process for the Biennial Salary Review and can be found at:

http://www.sfu.ca/content/dam/sfu/faculty-relations/home/CA.pdf
3.0 Policy Highlights, Documentation and Process

Faculty members should submit material required for their biennial salary review to their Departments/Schools by January 15. The required materials should include two copies of an updated CV, a record of their career activities with an annual report for each year subsequent to the previous review, and may include other documents required by the Department, School or Faculty such as a teaching dossier or a statement of teaching and research. Teaching appointments must submit an updated teaching dossier as well as an updated CV. Further information on teaching dossiers can be found on the Teaching and Learning Centre website at: https://www.sfu.ca/tlc/development/teachingevaluation/dossiers.html

The TPC (as well as the “other” TPC in the case of joint appointments (Article 24)) should be provided with the faculty member's materials for their review in order to provide the home Chair/Director with their input. A copy of the Chair's/Director's recommendation must be sent to the faculty member being reviewed by March 1 as well as to the TPC. Two copies of the recommendation and all of the review materials must also be sent to the Dean by March 1.

The Chair's/Director's recommendations should set out a clear assessment of the faculty member's performance with respect to the University's and School's/Department's criteria for assessment, the reasons underlying that assessment and, where appropriate, suggestions and a timeline for improving performance. The document should include a recommendation for a salary step increase for the next 2 years. The Chair/Director must advise the faculty member that, if the faculty member disagrees with the assessment, they have 14 days from the date of transmittal to inform the Dean, in writing, of their disagreement and the reasons for it. The Chair/Director must also advise the faculty member that the final decision made by the Dean may not be the same as that recommended by the Chair/Director.

The Dean should review the Chair's/Director's recommendation between March 1 and May 1. During that time if the Dean intends to make a lower recommendation than the Chair/Director, the Dean must send a summary of that lower assessment to the faculty member and explicitly state that the faculty member has 14 days from the transmittal of that summary in which to respond. If the Dean intends to make a more favorable assessment than the Chair/Director, the Dean must send a summary of the more favorable assessment to the Chair/Director for comment.

By May 1, the Dean must forward their recommendation along with underlying reasons to the Vice President Academic (through the Faculty Relations Office) along with the Chair's/Director's recommendation, and all of the review materials. A copy of the Dean's recommendation should also be sent to the faculty member and the Chair/Director who should send a copy to the TPC.

If the Dean's recommendation is lower than the Chair/Director's or if both the Dean and the Chair agree that the faculty member should receive no salary increment, the Dean must advise the faculty member that the faculty member has two weeks from the date of the transmittal of the Dean's recommendations to file a written appeal by writing to the Vice President Academic's office. These appeals have to be requested through the Faculty Relations office as they are not generated automatically. The appeal will be reviewed by the University Salary Appeal Committee (USAC) as per Articles 33.23-33.28. (**Note NEW USAC process—for details, review the articles in the Collective Agreement.)

The Dean's office should send one copy of both the Dean's and the Chair's/ Director's recommendations and the other review materials to the Faculty Relation's office for further processing.
4.0 Balance in Teaching and Research Semesters **(NEW)**

The balance of a faculty member's contributions will be reviewed in each biennial review cycle. Where teaching or research semesters are owed, the Chair will ensure that a plan is in place to restore balance over the subsequent cycle and prior to the start of any study leave or resignation or retirement (Article 27.18).

5.0 Joint Appointments

When a faculty member has a joint appointment, the Chair of the "Secondary" department shall consult with the TPC of the "Secondary" department, and shall provide the Chair of the "Primary" department with an assessment of performance for the salary review but not a recommendation for salary increment. The "Primary" TPC shall incorporate the "Secondary" department's comments in making their department level recommendation to the "Primary" Dean. The final recommendation should also be provided to the faculty member.

If the faculty member's appointment is across two Faculties, the "Secondary" Dean should provide the "Primary" Dean with an assessment of performance. The "Primary" Dean will take the "Primary" Department's recommendation (which includes an assessment from the "Secondary" Department) as well as the assessment from the "Secondary" Dean in determining the final recommendation. In addition to the faculty member and the "Primary" Department, a copy of this recommendation should also be sent to the "Secondary" Dean and the "Secondary" Department.

6.0 Single Cohorts

Salary reviews for Departments/Schools that have a single review cohort should be processed based on the procedures agreed on at the time their single cohort was approved. If you have any questions, please contact Faculty Relations.

7.0 Limited Term Faculty

Limited term faculty with expiring contracts have been included in this year's review. Term faculty with appointments of two years or more or who have more than two consecutive one-year appointments will undergo biennial review in the same manner as tenure-track appointments and are included in the step allocation. For all other limited term cases, formal peer review will help better inform future decisions regarding step placement upon re-appointment.

If you have any questions about this memo, the salary policy or the list of faculty identified for review in the attached documentation, please feel free to contact your Faculty Relations Advisor.