Retention Awards
Summary

The purpose of a Retention Award is minimize the loss of key bargaining unit members to other universities or to other employment (i.e. they have received a job offer) in the private and public sector, and to retain members whose contributions to the University are relatively undervalued as a result of salary compression and/or salary inversion. The retention award application is approved by the TPC, then the Dean, with a final decision by the VPA. It is funded by the department/faculty and is usually for a 3-5 year term.

TPC > Dean > VPA
Retention Award Distribution between Faculties

The University may expend an amount equivalent to no more than 0.5% of total salary mass (calculated by March of each year), calculated as of the previous September per calendar year for new or renewed retention awards (art. 42.52)

• A memo confirming the amount available to each faculty is provided by late March to early April.
• Faculty Relations will work with each Faculty to monitor the amount of renewal funds allocated over the year.

• Access to the additional funds held by the VPA will need to be in the form of a written justified request to Faculty Relations.
Process

A member may apply for or be nominated by their Chair for a new retention award or renewal of an existing award if they meet at least two of the following criteria:

• They have a record of outstanding achievement, as documented in their promotion and salary review history (usually 1.5 steps or better) and/or other documentation, in at least one of the following areas: research, teaching or service/leadership

• The member plays an integral role in the department and/or the faculty or university as a whole and is central to the unit’s ability to realize its strategic vision/academic plan

• The faculty member has achieved a high profile within their area of expertise and is likely to be recruited by another university or employer. This risk may be exacerbated by a shortage of qualified candidates
Merit of Application

• In recognition of historically uneven retention renewal distribution within each Faculty, requests for new retention awards will be judged against merit, strategic priorities, faculty-wide challenges, and demonstrated evidence for requesting renewal of existing retention deals.
Consideration

• The application/nomination will be considered by the departmental TPC and a recommendation from the TPC Chair will then be forwarded to the Dean, with a copy going to the member.

• The Dean will review the TPC’s recommendation and any response from the member, and forward it with their own recommendation on the matter (copying the member) to the VPA, whose decision will be final.

• A copy of the Vice President, Academic’s decision, with reasons, will be sent to the member and copied to the Dean and the TPC Chair.
Unsuccessful Application

• If a member is unsuccessful, they cannot reapply until at least one full year from the date of the final decision has elapsed

• A member who receives a Retention Award is ineligible to seek an adjustment to that award