Performance Reviews and Salary Advancement for Executive Officers

SIMON FRASER UNIVERSITY
Policy and Procedures

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B 10.08 – Procedures

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Policy Authority: President and Vice Chancellor

Parent Policy: Executive Compensation (B 10.08)

1.0 PURPOSE

1.1 The purpose of this performance review and salary advancement process are to provide a mechanism for accountability and career advancement.

2.0 DEFINITIONS

2.1 Compensation means salary and other forms of cash payments (including stipends and allowances), vacation, leaves with pay, employer-paid benefits, loans, vehicle use, car allowances, housing, tuition waivers, professional fees and any other benefit received by an Executive Officer from Simon Fraser University.

2.2 Executive Officer means the President and Vice-Chancellor, the Vice-Presidents, Associate Vice-Presidents, Deans, University Secretary and General Counsel.

3.0 PROCEDURE

3.1 Executive Officers will submit annual goals and objectives for each academic year beginning September 1st.

3.2 The performance of each Executive Officer will be reviewed each year in July in relation to that year's goals and objectives.

3.2.1 When evaluating a Dean, the Vice-President, Academic will consult the Chairs in that Faculty or their equivalent.

3.2.2 When a Vice-President or Associate Vice-President is being evaluated, the Deans or their equivalent will be consulted.
3.3.3 When the University Secretary or General Counsel is being evaluated, the Vice-Presidents and Associate Vice-Presidents will be consulted; and in the case of the University Secretary, the Board of Governors Chair will be consulted.

3.3.4 Based on the results of this annual review, the President, in consultation with the responsible Vice-President as appropriate, shall recommend merit awards expressed as a dollar value increase to base salary to take effect September 1st.

3.3 The performance review shall result in one of the following assessments:

- Excellent performance
- Very good performance
- Satisfactory performance
- Needs Improvement

The amount of the merit award shall be commensurate with performance.

3.4 The merit award pool will be calculated as follows:

\[ 1.5 \times (\text{the total number of eligible Executive Officers}) \times (\text{the value of full steps on the faculty salary scale}). \]

3.5 Consideration of salary anomalies based on either internal and/or external comparisons for an individual Executive Officer may occur at any time, but no more than once in any five-year period.

3.6 Salary recommendations from the Vice-President, Academic and the President will be submitted annually to the Executive and Compensation Committee of the Board of Governors for approval and to the Board of Governors for information.

4.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

4.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

4.1.1 *University Act;*

4.1.2 *Employment Standards Act;*

4.1.3 *Human Rights Act;*

4.1.4 *Public Sector Employers Act;*

4.1.5 *Employment Termination Standards Regulations;*

4.1.6 Conflict of Interest (GP 37);

4.1.7 Travel and Business Expenses (AD 3.02); and

4.1.8 Executive Officer employment contracts.