

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

- 33.1 A Member whose appointment (new or promotion) starts on September 1st will be subject to review starting in the January 16 months after the start of the appointment. Faculty members commencing appointments on a date other than September 1st will be deemed to have started on the nearest September 1st.
- 33.2 If a newly appointed Member has held an appointment for six months or more, they will receive a one step award without review on the September 1st following their appointment. If a newly appointed Member has held an appointment for less than six months, they will not receive a step award that year, but will receive a one step award without review the following year.
- 33.3 Term appointments of one year or less will not be reviewed and will not receive a step award.
- 33.4 Term appointments of more than one year, or with two consecutive one-year appointments, will receive one step award on September 1st of the second year of appointment. They will be subject to a formal evaluation in the second and fourth years of appointment. If they are reappointed, their step placement will be determined according to the evaluation.

Regular Review

- 33.5 Each Member will be reviewed biennially.
- 33.6 Evaluation will be based on the Member's performance of their responsibilities and opportunity to fulfill those responsibilities.
- 33.6.1 Evaluation will be consistent with TPC criteria for tenure and promotion. While the biennial review record may be taken into account in tenure and promotion considerations, external referees will normally be the primary indicator of scholarly impact.
- 33.7 By January 15th, of the year in which they will be reviewed Members will complete and provide the Chair with two copies each of a teaching dossier update, and of a curriculum vitae update or other report documenting their contributions to research and service for the previous year.

Assessment and Step Awards

- 33.9 All Members will be assessed and awarded steps. Step awards will be based on assessment of a faculty member's performance of their responsibilities and will result in an award of 0, 0.5, 1, 1.5, 2 or 2.5 steps for the year of review and the following year. The steps awarded must be the same in both years.
- 33.10 Step awards do not necessarily result in a salary increase. Refer to [Article 42: Salary](#) for details on how step awards translate to monetary increases.
- 33.11 The total number of steps awarded will not exceed 1.56 times the number of faculty under review.
- 33.11.1 Deans will be provided with steps at 1.56 times the number of Members under review in their Faculty.
- 33.11.2 The total number of steps provided to each Department, or to each TPC in a non-

Departmentalized Faculty will normally be 1.5 times the number of faculty under review.

Departmental Recommendations

- 33.12 The Chair, with the advice of the Tenure and Promotion Committee (TPC), and such other advice as appropriate, will do the following:
- 33.12.1 Regarding Promotion: Recommend steps on promotion for each Member considered for promotion. This recommendation must also specify a step award for the following year.
 - 33.12.2 Regarding Salary Review: Prepare an assessment of the performance of each Member due for review as specified in [Regular Review](#) (above). Evaluation will be based on the individual Member's performance in carrying out their responsibilities. Evaluation of performance will result in one of the outcomes listed in [Assessment and Step Awards](#) (above).
- 33.13 The Chair will forward all assessments to the Dean by March 1st. Each assessment will include a statement of the reasons for the assessment, including an analysis of the Member's performance with respect to each of the criteria for assessment and, where appropriate, suggestions for improving performance. Each assessment will be accompanied by the documentation upon which it is based.
- 33.14 The Chair will provide the Member with:
- 33.14.1 a copy of the assessment described above, except that anything that would identify a person providing a confidential assessment about the Member will be deleted;
 - 33.14.2 the information that in the event the Member disagrees with the assessment, they have 14 calendar days (excluding University closures and statutory holidays) from the date of transmittal in which to inform the Dean of their disagreement and the reasons for it;
 - 33.14.3 the information that the final allocation of steps is determined by the Dean, and may not be the same as the recommendation made by the Chair.

Review of Department Chairs and TPC Chairs

- 33.15 Department Chairs and TPC Chairs will be reviewed by the TPC and the confidential assessment will be forwarded to the Dean subject to the same procedures as other faculty members but no step will be recommended. Deans will withhold 1.5 steps per administrative Member under review and will determine the steps to be awarded.

Faculty Review of Departmental Recommendations

- 33.16 The Dean of the faculty will be responsible for maintaining consistent standards within the faculty. To that end, and seeking such advice as is deemed appropriate, they will review all documentation in making their recommendations.
- 33.17 The Dean may consider making a recommendation that would result in a more or less favourable assessment than that made by the Chair.
- 33.18 In the event that the Dean considers making a less favourable assessment, they will summarize the reasons for considering such an assessment and will send them to the

- faculty Member advising them that they have 14 calendar days (excluding University closures and statutory holidays) in which to comment and/or provide additional materials with respect to the assessment.
- 33.19 In the event the Dean considers making a more favourable assessment, they will summarize the reasons for considering such an assessment and send them to the Chair. The Chair may provide comments on the Dean's assessment.
- 33.20 By May 1st in each year, the Dean will forward their recommendations to the office of the Vice-President, Academic for transmittal to the President. At the same time as the Dean forwards a recommendation, they will send a copy of their recommendation to the Member concerned and to the Chair.
- 33.21 Anything that would identify a person providing a confidential assessment about the Member will be deleted from the copy sent to the faculty member. When the Dean recommends a less favourable assessment than the Chair, they will provide reasons for their recommendation.
- 33.22 If the Dean's recommendation is lower than the recommendation made by the Chair, or if both the Dean and the Chair recommend no steps be awarded, the Dean will advise the Member that they have 14 calendar days (excluding University closures and statutory holidays) from the date of transmittal of the Dean's recommendation in which to file an appeal with the University Salary Appeal Committee. This will be done by submitting a written request for review of the case to the Vice-President, Academic and providing any supplementary material to be considered by the committee.

Appeals of Salary Issues

Vice-President, Academic

- 33.23 Appeals regarding the following will be made directly to the Vice-President, Academic who will make recommendations to the President:
- 33.23.1 Disputes regarding steps on promotion
 - 33.23.2 In unusual circumstances, the entire pattern of assessments by a Chair or Dean
- University Salary Appeal Committee
- 33.24 The University Salary Appeal Committee (USAC) will be composed of four members of the Faculty College and the Vice-President, Academic, who will chair the USAC. All members of the USAC must participate in the review.
- 33.25 The USAC will review cases where:
- 33.25.1 the Dean's recommendation differs from the Chair's recommendation and the faculty member or the Chair appeals the case to the USAC;
 - 33.25.2 the Chair and Dean have both recommended that the faculty member receive no step award and the faculty member appeals the case to the USAC;
 - 33.25.3 a faculty member who has requested a salary anomaly review appeals the recommendation of the Vice-President, Academic. In such cases the Vice-President, Academic will not act as a member of the USAC and the USAC will elect an Acting Chair.
- 33.26 In its review of a particular salary case, the USAC will provide an opportunity for the Dean, the Chair, and the faculty member to provide any additional written submissions that they wish the USAC to consider. The USAC will consider the written submissions and make a recommendation based on the entire written record of the case. In exceptional cases, the USAC may request to meet with any of the parties.

- 33.27 Recommendations of the USAC will be forwarded to the President by May 31st.
- 33.28 No later than June 15th, the President will receive all salary recommendations. When the President has accepted a salary recommendation, they will inform the faculty member of the final assessment and the resulting salary adjustment.

This article is agreed to by the parties on this ____ day of _____, 2019.

John O'Neil, for SFU

David Broun, for SFUFA