

## CUFA Article 39 Salary Structure

This article describes two models for salary – the New Model and the Old Model. The New Model applies to all members with the exception of members whose salaries were governed by the provisions of the Old Model of the Collective Agreement signed on March 3, 2003 and who do not elect to move to the New Model in accordance with the provisions of Article 39.06 b) or Article 39.10 d).

### 39.01 NEW MODEL SALARY COMPONENTS

Members whose salary increases are governed by the New Model may have up to four (4) different components to their nominal salary. These include a grid salary, a market supplement, an individual supplement and a permanent supplement.

#### a) Grid Salary

The grid salary is determined on appointment according to the provisions of Article 39.02.

#### b) Market Supplement

In addition to the grid salary, a market supplement is provided for tenured and probationary members hired in certain disciplines as specified in Appendix 3. The market supplement is subject to depreciation in accordance with the provisions of Article 39.04.

#### c) Individual Supplement

i) An individual supplement may be offered by the Provost to a candidate as a recruitment incentive, or by the Salary Review Committee (SARC) to a member for the purpose of retention.

ii) Individual supplements are awarded for a five (5)-year period and are subject to review in the fifth year in accordance with the provisions of Article 39.10. Exceptionally, in the case of LTAs, individual supplements are awarded for the period of the contract. However, in the event that a member is promoted within five years of receiving the individual supplement, the supplement shall be integrated into the member's grid salary in accordance with Article 39.04 c).

#### d) Permanent Supplements

Permanent supplements awarded under the provisions of the Collective Agreement signed on March 3, 2003 are maintained.

### 39.02 DETERMINATION OF GRID PLACEMENT AT TIME OF APPOINTMENT FOR FACULTY MEMBERS:

In determining initial placement on the salary grid at the time of appointment to a probationary position, qualifications and prior experience shall be assessed as follows:

- a) Candidates with a completed terminal degree shall be appointed at the rank of Assistant Professor or higher; in the case of candidates appointed at the rank of Assistant Professor, the initial placement prior to adjustment for years of experience shall be B4 for candidates with a completed doctoral degree, and B1 for candidates with a completed terminal master's degree;
- b) Candidates without a completed terminal degree shall be appointed at the rank of Lecturer and shall be promoted to the rank of Assistant Professor on completion of the terminal degree in accordance with the provisions of Article 14.03.
- c) Additional steps shall then be awarded for relevant prior experience as follows:
  - i) For tenured or probationary (tenure-track) experience in another recognized university or institution: one (1) step for each year of experience, which may count toward consideration for tenure subject to agreement of the Dean;
  - ii) For post-doctoral fellowships: one half (0.5) step for each year, to a maximum total of two (2) steps;
  - iii) For full-time contractual teaching appointments in another recognized university or institution: one half (0.5) step for each year;
  - iv) For full-time contractual teaching appointments at Concordia University at the rank of Lecturer: one half (0.5) step for each year;
  - v) For full-time contractual teaching appointments at Concordia University at the rank of Assistant Professor: one (1) step for each year of experience, to a maximum total of three (3) years, with the proviso that such experience shall not be counted towards eligibility for tenure consideration;
  - vi) Part-time or sessional (per course) teaching experience: one half (0.5) step for each five (5) courses taught, to a maximum total of two (2) steps;
  - vii) For other relevant experience, including artistic accomplishments or private sector or industry experience or relevant self-employment: on evaluation by the Dean, to a maximum of one (1) step for each year of such experience to a maximum of five (5) steps, plus one half (0.5) step for each additional year, to a maximum of three (3) additional steps;
- d) If the total number of steps awarded as an adjustment to the initial grid placement is not an integer, it shall be rounded to the next higher integer;
- e) Candidates appointed at the rank of Associate Professor shall be placed on the grid as follows:

- i) candidates who have prior experience at the rank of Associate Professor at another recognized university or institution shall be placed at a step equal to the total number of years of experience at that rank;
- ii) Candidates who do not have prior experience at the rank of Associate Professor shall be placed at a step equal to the total number of steps awarded in consideration of their qualifications and experience, minus the ten (10) steps of the Assistant Professor scale;
- f) In no case shall teaching experience acquired as a graduate student be considered in this calculation;
- g) The maximum total number of steps awarded shall in no case exceed the total number of calendar years since completion of the terminal degree.

### 39.03 DETERMINATION OF GRID PLACEMENT AT TIME OF APPOINTMENT FOR LIBRARIAN MEMBERS

In determining initial placement on the salary grid at the time of appointment to a probationary librarian position, qualifications and prior experience shall be assessed as follows:

- a) A librarian candidate with an appropriate bachelor's degree and a graduate degree from an ALA-accredited library and information science program, or approved equivalent training acceptable for membership in the Corporation of Professional Librarians of Québec shall be placed on W1 on the Librarian I salary grid.
- b) Additional steps shall then be awarded for relevant prior experience up to the maximum of the grid as follows:
  - i) For tenured or probationary (tenure-track) experience in another recognized university or institution: one (1) step for each year of experience, which may count toward consideration for tenure subject to the approbation of the Dean;
  - ii) For post-doctoral fellowships: one half (0.5) step for each year, to a maximum total of two (2) steps;
  - iii) For full-time contractual Librarian appointments in another recognized university or institution: one half (0.5) step for each year;
  - iv) For full-time contractual appointments at Concordia University at the rank of Librarian I or II: one step for each year;
  - v) For other relevant experience, including public, para-public, private sector or industry experience: on evaluation by the Dean, to a maximum of one (1) step for each year of such experience;
- c) If the total number of steps awarded as an adjustment to the initial grid placement is not an integer, it shall be rounded to the next higher integer;
- d) Candidates appointed at the rank of Associate Librarian shall be placed on the grid as follows:

- i) candidates who have prior experience at the rank of Associate Librarian at another recognized university or institution shall be placed at a step equal to the total number of years of experience at that rank;
  - ii) Candidates who do not have prior experience at the rank of Associate Librarian shall be placed at a step equal to the total number of steps awarded in consideration of their qualifications and experience, minus the nine (9) relevant steps of the Librarian I and II scales;
- e) The maximum total number of steps awarded shall in no case exceed the total number of calendar years since completion of the terminal degree.

#### 39.04 TREATMENT OF NEW MODEL SALARY COMPONENTS ON PROMOTION

##### a) Grid Salary

The member's salary shall be adjusted on promotion as follows:

- i) The member shall receive a step increase on the salary grid for the old rank; in the case of members whose salary is at the maximum for the rank, a transitional increase equivalent to the value of the highest step for the rank shall be awarded;
- ii) The member shall then be placed on the salary grid for the new rank at the step equivalent to the transitional salary determined in i). Should the grid salary fall between steps, it shall be rounded up to the next higher step.

##### b) Market Supplement

- i) If the market supplement for faculty members is equal to or greater than 50% of the Floor of Assistant Professor (FAP) at the time of hire (the initial FAP), it is reduced by 8% of the initial FAP at the time of promotion to Associate Professor and then reduced annually by 1.5% of the initial FAP.
- ii) If the market supplement for faculty members is less than 50% of FAP (43% of the FAP for librarian members), it is reduced by an amount equal to 16% of the initial amount at the time of promotion to Associate Professor or Associate Librarian and then reduced annually by 3.0% of the initial amount.
- iii) If the reduction of the market supplement exceeds the increase in the grid salary in any year, the nominal salary is not reduced. Such members continue to receive their constant nominal salary until such time as the other components of their nominal salary reach the same level as the constant nominal salary.
- iv) Reductions in the market supplement cease when the depreciated market supplement reaches zero.

c) Individual Supplement

Upon promotion to the rank of Associate Professor, Professor, Associate Librarian, Senior Librarian, or Senior Lecturer, the salary of regular members with individual supplements shall be adjusted as follows:

- i) The amount of the individual supplement shall be added to the member's grid salary for the new rank on the effective date of the promotion.
- ii) The resulting salary shall be compared with the applicable grid for the new rank on the effective date of the promotion.
- iii) Should the resulting salary correspond exactly to a step on the grid, the member shall be placed at that step.
- iv) Should the resulting salary fall between steps, it shall be rounded up to the next higher step.
- v) Should the resulting salary exceed the maximum grid salary for the new rank, the member's salary shall be placed at the highest step on the grid. In such case, the residual amount shall be treated as an Individual Supplement, keeping the original expiry date.

39.05 ANNUAL REVISION OF NEW MODEL SALARY COMPONENTS

a) Grid Salary

The salary grid shall be adjusted each June 1 in accordance with the provisions of Article 40.

Members below the ceiling of their rank move up a step on the grid each year, effective June 1, provided that either performance has been at least satisfactory in the biennial performance review or they are not subject to review as per Article 14.14 or Article 15.11.

Members on leave without pay for more than one regular term in the previous academic year shall not receive a step increase. Members in the midst of a leave without pay extending for more than one regular term shall not receive a step increase.

b) Market Supplement

Market supplements remain constant during the years as Lecturer, Assistant Professor, Librarian I or Librarian II. Following promotion to Associate Professor or Associate Librarian, market supplements shall be adjusted in accordance with the provisions of Article 39.04 b).

c) Individual Supplement

Individual supplements are unaffected by annual increases.

d) Permanent Supplement

Permanent supplements are unaffected by annual increases.

39.06 ELECTION OF NEW MODEL

- a) No later than June 16, 2009, the Employer shall inform each member whose salary increases are governed by the Old Model, in writing, as to how her or his salary would evolve under each model if continuing at the same rank.
- b) Members whose salary increases are governed by the Old Model and who wish to move to the New Model shall so declare in writing to the Provost, with a copy to the Dean and the Association, no later than July 16, 2009, with the proviso that if the Employer fails to inform a member within the deadline set in 39.06 a), the deadline shall be extended for that member by one (1) day for each day of delay by the Employer.

In such cases, the member's May 31, 2007 salary shall be transformed from an Old Model salary to a New Model salary using the following steps:

- i) If applicable, the hypothetical 2006/2007 market supplement appropriate to the discipline shall be calculated for faculty members, taking into consideration the market supplement stated in Appendix 3 and applicable depreciation according to years since promotion to the rank of Associate Professor.
- ii) The member's total May 31, 2007 salary (including base salary and equity supplement, if applicable) shall then be reduced by the value of the hypothetical market supplement. The result shall constitute the member's hypothetical May 31, 2007 grid salary. Should the hypothetical May 31, 2007 grid salary fall between steps on the 2006/2007 salary grid, it shall be rounded up to the next higher step (except in cases where the hypothetical grid salary exceeds the lower step by less than \$10). Should the hypothetical grid salary fall below the step corresponding to the member's years of experience in the current rank, adjusted in consideration of CDI denials, leaves without pay, or periods of long term disability occurring after promotion to the current rank, the member's grid salary shall be raised to the step corresponding to the adjusted years of experience in the rank. Should the hypothetical salary fall above the ceiling of the rank, or should the grid placement corresponding to the member's years of experience in the current rank, as adjusted above, fall at or above the maximum for the grid, the grid salary shall be the ceiling of the grid for the rank.
- iii) In the event that a member's actual May 31, 2007 salary exceeds the sum of the May 31, 2007 grid salary and market supplement, the difference shall be paid as an individual supplement effective June 1, 2007.
- iv) Effective June 1, 2007, the member's grid salary will be governed by the provisions of Article 40.01, and the market and individual supplements, if any, by the provisions of Article 39.04 and Article 39.05.

### 39.07 OLD MODEL SALARY COMPONENTS

Members whose salary increases are governed by the Old Model may have up to two different components to their nominal salary. These include a base salary and an equity supplement.

a) Base Salary

The base salary is not determined in accordance with a salary grid.

b) Equity Supplement

Equity supplements granted under the provisions of the Collective Agreement signed on March 3, 2003 remain unchanged unless a member opts to move to the New Model.

### 39.08 ANNUAL CAREER DEVELOPMENT INCREMENTS (CDI) FOR MEMBERS WHOSE SALARY INCREASES ARE GOVERNED BY THE OLD MODEL.

Effective June 1, 2009, members whose salary is below the ceiling of the applicable rank as per the salary grid receive a Career Development Increment (CDI) increase equivalent to 1% of the Floor of Assistant Professor each year, effective June 1, provided that performance has been at least satisfactory in the biennial performance review.

Members on leave without pay for more than one regular term in the previous academic year shall not receive a CDI increase. Members in the midst of a leave without pay extending for more than one regular term shall not receive a CDI increase.

### 39.09 TREATMENT OF OLD MODEL SALARY COMPONENTS ON PROMOTION

On promotion, the sum of the base salary and equity supplement shall be compared to the salary floor for the new rank (as determined by the salary grid). If the salary floor for the new rank is higher than the sum of the base salary and equity supplement, the member's revised base salary shall be set at the salary floor for the new rank. In such a case, the equity supplement shall be discontinued.

The adjustment is applied after the CDI is awarded.

### 39.10 APPROVAL AND REVIEW OF INDIVIDUAL SUPPLEMENTS

- a) Subsequent to appointment, on the recommendation of the Dean, and with the approval of the Salary Review Committee (SARC), the Provost may grant a member an individual supplement or increase an individual supplement already granted to respond to external university market conditions.
- b) An individual supplement remains constant for a five (5) year period and shall be reviewed in the fifth year unless it has been fully integrated into a member's grid salary. Following each review, the supplement may be maintained, increased, decreased, or eliminated. Individual

supplements are not subject to any percentage increases. If a member's individual supplement is to be decreased or eliminated, the nominal salary remains constant. The member continues to receive the constant nominal salary until such time as the other components of the nominal salary reach the same level as the constant nominal salary.

- c) In all cases, the Provost shall send a reasoned decision to the member with a copy to the Association.
- d) When a member whose salary is governed by the provisions of the Old Model applies for, is granted and elects to receive a salary adjustment, the member's salary shall be moved to the New Model as follows:
  - i) The amount of the salary adjustment shall be added to the member's current salary;
  - ii) The member's appropriate placement on the applicable salary grid for the effective year of the increase shall be determined;
  - iii) If applicable, the hypothetical market supplement appropriate to the discipline, taking into consideration the market supplement stated in Appendix 3 and applicable depreciation according to years since promotion to the rank of Associate Professor, shall be added to the grid salary, using a FAP of \$50,000.
  - iv) The difference between the total salary calculated in Article 39.10 d) i) and the sum of the grid salary determined in Article 39.10 d) ii) and the depreciated market supplement calculated in Article 39.10 d) iii) shall become an individual supplement in accordance with the provisions of Article 39.01 c);
  - v) The member shall be informed in writing and by e-mail by the Provost of the result of the steps performed in Article 39.10 d) i) through 39.10 d) iv); if the member wishes to accept the proposed increase, she or he shall so indicate in writing to the Provost, within thirty (30) days of the date of the Provost's letter.
  - vi) The amount to be taken into consideration under the provisions of Article 40.04 shall be the amount of the salary adjustment specified in Article 39.01 d) i).