

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 on May 31, 2012.

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 SARC to a member for the purpose of retention.
- ii) Individual supplements awarded to tenured, probationary, and ETA members shall be for a five (5)-year period and 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 their 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;
 - 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 Assistant 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 X1 on the Assistant Librarian 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;
 - 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 Assistant Librarian: one (1) 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 Assistant Librarian scale;
- 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 transitional increase of one step on the salary grid for the old rank; in the case of members whose salary is at the maximum for the rank, the transitional increase is equivalent to the value of the highest step for the rank;
- ii) The member shall then be placed on the salary grid for the new rank at the step equivalent to the transitional salary determined above. 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, or Assistant Librarian. 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 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 as long as the member's salary is governed by the Old Model.

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

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 one percent (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.

39.08 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.

39.09 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. In the case of a member at the rank of Senior Lecturer, Professor or Senior Librarian, the individual supplement, when maintained in whole or in part, shall be integrated into the member's grid salary up to the maximum of the salary grid for the member's rank. Any residual amount shall become a revised individual supplement, subject to review in the fifth year. 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).

Agreed March 18, 2013