

UNIVERSITY OF CALGARY  
Procedures for the Provost's Salary Adjustment Fund for Academic Staff

**Procedures**

The following procedures shall apply to salary adjustment requests made in accordance with the Memorandum of Agreement in the Collective Agreement on the Provost's Salary Adjustment Fund for Academic Staff.

- 1) Academic staff members eligible for consideration shall hold a Continuing, Contingent Term or Limited Term appointment.
- 2) Normally, a Dean (or equivalent) nominates an eligible academic staff member from the Faculty (or equivalent) for consideration by the Provost. (See documentation below)
- 3) If a Dean is unwilling to nominate an eligible academic staff member, that academic staff member may request in writing directly to the Provost for a salary adjustment. In order to consider such a request, the Provost will consult with the Dean (or equivalent).
- 4) The Provost's decision shall be communicated to the academic staff member, the Dean (or equivalent) and the Head (if applicable).
- 5) The decision of the Provost shall be final and binding.
- 6) The adjustment shall normally be effective the first of the month after the month in which it is approved.

**Documentation**

In order to ensure careful stewardship of the Provost's Salary Adjustment Fund, responses to salary adjustment requests should be evidence based. Deans are requested to supply the following information/documentation when requesting a salary adjustment for an academic staff member.

- Information relative to the academic staff member's strategic importance to the University and the Faculty.
- The academic staff member's increment history together with any awards, recognition received by the academic staff member, or other indicators of exceptional quality that would warrant a salary adjustment from the Provost's Fund.
- A case establishing the need for a base rank salary adjustment rather than a market supplement or other enhanced forms of support (e.g. letter of offer from another institution or evidence of approach by another institution).
- Arguments demonstrating that a base rank salary adjustment is the best way of addressing the issue.

- Market data where appropriate and available.
- Confirmation that the Dean, or designate, has met with the academic staff member to discuss the matter and in departmentalized Faculties, an indication of whether or not the Dean has consulted with the Head.
- An analysis of the impact of the proposed upgrade on salary patterns within the Faculty. We recommend the use of the following table.

Name	PhD Date	Appt Date	Tenure Date	Rank and Yrs at rank	Salary	Strategic NB
Above 3						
Above 2						
Above 1						
Nominee						
Below 1						
Below 2						
Below 3						