

COLLEGE OF DENTISTRY SPECIAL SALARY INCREASES GUIDELINES

College of Dentistry faculty members may be awarded special salary increases of up to three (3) career development increases (CDI's) if they have demonstrated excellence above the expectations for their respective rank. The College Salary Committee may award a faculty member with up to two (2.0) CDI's and make a recommendation to the President's Review Committee Excellence for a third CDI. Excellence may be demonstrated over an academic year or consistently demonstrated over an accumulated number of years.

Normal expectations for faculty members are at the College's *Meets the Standard* level for promotion to that rank as outlined in the College's Standards for Tenure and Promotion. The faculty member must meet the minimum requirement of *Meets the Standard* in all categories of evaluation to be considered for a Special Increase in a particular area.

Each faculty member must submit an updated curriculum vitae (CV) to be considered for a special salary increase. The faculty member may submit other documentation to strengthen the case for their request.

Categories for Evaluation (articles 17.2.1 to 17.2.10 USFA Collective Agreement)

1. Teaching
2. Research and Scholarly Work
3. Practice of Professional Skills
4. Extra University Work and Public Service
5. Administrative Work
6. Administrative Service as a Department head or Assistant Dean
7. Improvement in Academic Qualifications
8. Offer of Employment from a Comparable Institution
9. Performance of the Full Range of Assigned Duties
10. Improvement and Development

Demonstration of excellence in teaching; research and scholarly work; and practice of professional skills will be given priority in decisions for awarding a Special Increase.

1. TEACHING - A candidate may qualify for a Special Increase on the basis of excellence in teaching in one or more of the following ways:

- a. When the faculty member is teaching an average or above average number of hours compared to other faculty in the College, and has received outstanding student and peer evaluations over two or more years.
- b. When the faculty member has re-designed a class or classes and has implemented new and innovative teaching methods that when independently evaluated have resulted in teaching improvements. Evidence of the design/re-design elements should be provided as well as summaries of valid student course evaluations and peer evaluations (internal or external).
- c. When the faculty member has demonstrated improvements in their teaching as a result of their attendance at formal workshops or courses designed to improve teaching effectiveness (e.g. The Gwenna Moss Centre for Teaching Excellence). Evidence should be provided as to the content of the workshop/course and how it has improved teaching (e.g. student and peer evaluations). Attendance alone is not sufficient to warrant a special salary increase.
- d. When the faculty member has designed a new course. Documentation of the design process and teaching material developed should be provided along with student and peer evaluations.
- e. When the faculty member develops or significantly revises paper-based or electronic teaching material (e.g. textbooks, manuals, self-directed study programs, instructional programs). The material will be evaluated on its quality; whether publication and/or copyright have been secured; and if it is used in other internal (e.g. other U of S Colleges) or external (other teaching institutions) teaching environments.
- f. When the faculty member is an invited lecturer in other U of S Colleges or other teaching institutions. Evidence of the number of hours of instruction; examples of teaching materials (where applicable); and student and peer evaluations should be provided (internal or external to the College).

- g. When the faculty member is the recipient of College, University or external teaching awards.
- h. Publication of peer-reviewed scholarly works on teaching pedagogy or evaluation of teaching outcomes

The documents *Principles of Evaluation of Teaching at the University of Saskatchewan* and *Framework for Peer Evaluation of Teaching at the University of Saskatchewan* are to be used as guidelines in determining the contribution of teaching to consideration of granting a Special Increase. An up-to-date curriculum vitae must be submitted for the request to be considered. Other supporting documentation information may include:

1. A record of teaching roles (including time commitments and methods of delivery) in undergraduate and graduate courses, including:
 - a. List of courses taught
 - b. Hours of direct instruction in didactic, pre-clinical and clinical settings
 - c. Evidence of advising and supervision of graduate students (where applicable)
 - d. Statement on teaching
 - e. Course syllabi
 - f. Course outlines
 - g. Examples of teaching materials
 - h. Examples of student evaluation tools (e.g. quizzes, examinations, assignments)
 - i. Course reading materials and reading lists
 - j. Pre-clinical and/or clinical manuals (where applicable)
2. Summary of student evaluations
3. Other evidence of student support (e.g. letters of support, correspondence submitted in confidence, etc.).
4. Peer evaluations
5. Evaluations or comments from senior administration
6. Evaluations or comments from course coordinators of courses in which the faculty member has instructed
7. Evaluations from other instructors in a particular course in which the faculty member has instructed
8. Additional supporting evidence of teaching accomplishment

Satisfactory performance for a faculty member's teaching that qualifies as *Meeting the Standard* includes:

1. Lectures are well prepared and delivered at an appropriate level for the particular course
 1. The lecture material follows the approved course syllabi
 2. The faculty member makes themselves available during and after class for student discussion or to answer student questions
 3. Student assessment tools and evaluations result in fair and equitable student evaluation
- 2. RESEARCH AND SCHOLARLY WORK** - A candidate may qualify for a Special Increase on the basis of excellence in research and scholarly work in one or more of the following ways:
- a. The faculty member is successful in obtaining research funding (e.g. CIHR, SHRF, industry)
 - b. The faculty member either publishes a peer-reviewed article or manuscript or submits an official letter of acceptance for publication of a peer-reviewed article or manuscript. The size of the Special Increase should reflect the amount of time necessary to produce the publication, as well as the academic merit of the work (e.g. reputation of the journal, impact factor)
 - c. The faculty member can be recommended for a Special Increase for unpublished work(s) if that work is deemed to have academic merit; no appropriate publication outlet for the particular subject matter exists; or the type of work does not normally result in publication (e.g. patentable inventions).
 - d. The faculty member publishes, edits or contributes to a textbook
 - e. The faculty member is invited to deliver a presentation, abstract or poster at a scientific session (not self-submitted)
 - f. The faculty member publishes a monograph e.g. a review of policy or services for a government
 - g. The faculty can be recommended for a Special Increase for artistic creations and performances, however, this does not generally apply to the College of Dentistry
 - h. The faculty member delivers presentations, posters or abstracts in refereed

proceedings

- i. The faculty member delivers presentations, posters or abstracts at local, national or international professional or scientific meetings

Peer reviewed works will be assessed based on the following evidence:

- a. Citations of peer-reviewed publication
- b. Letter of acceptance acknowledging publication
- c. Letter of invitation to present at a scientific session (not self-submitted)
- d. Copy of the textbook, presentation, monograph, poster or abstract

3. PRACTICE OF PROFESSIONAL SKILLS - A candidate may qualify for a Special Increase on the basis of excellence in research and scholarly work in one or more of the following ways:

- a. The faculty member is successful in obtaining research funding (e.g. CIHR, SHRF, industry-sponsored)
- b. The faculty member either publishes a peer-reviewed article or manuscript or submits an official letter of acceptance for publication of a peer-reviewed article or manuscript. The size of the Special Increase should reflect the amount of time necessary to produce the publication, as well as the academic merit of the work (e.g. reputation of the journal, impact factor)
- c. The faculty member can be recommended for a Special Increase for unpublished work(s) if that work is deemed to have academic merit; no appropriate publication outlet for the particular subject matter exists; or the type of work does not normally result in publication (e.g. patentable inventions).
- d. The faculty member publishes, edits or contributes to a textbook
- e. The faculty member is invited to deliver a presentation, abstract or poster at a scientific session (not self-submitted)
- f. The faculty member publishes a monograph e.g. a review of policy or services for a government
- g. The faculty can be recommended for a Special Increase for artistic creations and performances, however, this does not generally apply to the College of Dentistry
- h. The faculty member delivers presentations, posters or abstracts in refereed proceedings
- i. The faculty member delivers presentations, posters or abstracts at local,

national or international professional or scientific meetings

Peer-reviewed works will be assessed on the basis of the following evidence:

- i. Citations of peer-reviewed publication
 - ii. Letter of acceptance acknowledging publication
 - iii. Level of contribution to publications (e.g. level of authorship)
 - iv. Letter of invitation to present at a scientific session (not self-submitted)
 - v. Copy of the textbook, presentation, monograph, poster or abstract
- j. Lectures and Presentations to audiences external to the University of Saskatchewan and will be assessed on the basis of the following:
- i. Audience (e.g. peers, dentists, auxiliaries, and lay people)
 - ii. Level of meeting (e.g. international, national, provincial, local)
 - iii. Type of meeting (e.g. research/scientific, professional, informational).
 - iv. Invited or uninvited
 - v. Presentation length
 - vi. Presentation type (e.g. lecture, abstract, poster)
- k. Functioning as an editor or a reviewer for scientific publications. Factors to be considered include:
- i. Type of editorial work (e.g. books, chapters, peer-reviewed journals, non-peer-reviewed journals, scientific proceedings)
 - ii. Level of responsibility (e.g. editor, reviewer, consultant).
 - iii. Output of editorial or review work (e.g. number of reviews)
- l. Consultation to Professional Bodies may be considered for Special Increase and evaluation may include:
- i. Nature of consultation (clinical, public health, scientific, policy)
 - ii. Level of consultation (local, national, international)
 - iii. Type of consultation (e.g. development of standards, policies, protocols)

- m. The establishment of a clinical referral practice (provision of direct clinical care), while important in tenure and promotion cases, will not be considered for the purpose of salary review.
4. **EXTRA UNIVERSITY WORK** - A faculty member may be awarded a Special Increase for demonstrating excellence in extra university work in outreach and engagement, clinical service, committee work, or public service, provided the following criteria are met:
- a. The work is outside of the faculty member's assigned duties as specified in the employee's letter of appointment or by past practice. Faculty members in clinical departments would not merit a Special Increase for their assigned extension or clinical work within this category.
 - b. The work is not done for extra pay beyond a nominal fee. A faculty member who receives payment by government or a public agency that is beyond a nominal fee is ineligible for consideration for a Special Increase.
 - c. For consideration, the faculty member should provide written documentation of the extra-university work; the amount of time committed and the results of that work.
5. **ADMINISTRATIVE WORK** – A faculty member may receive a Special Increase for excellence in administrative service to the College outside of serving as an Assistant Dean. To merit consideration, written documentation should be presented as to the magnitude of the administrative work (e.g. type of work, amount of time served, output of activities).
6. **ADMINISTRATIVE SERVICE AS AN ASSISTANT DEAN** - A Special Increase may be awarded to an Assistant Dean as a result of excellence in administrative service. For consideration, the Assistant Dean should provide evidence supporting the Special Increase (e.g. list of accomplishments, annual review by the Dean).
7. **IMPROVEMENT IN ACADEMIC QUALIFICATIONS** - A faculty member may qualify for a Special Increase after improving their academic qualifications by completing a degree, course of study, or similar program. The faculty member should submit documentation outlining the nature of the degree or course of study; amount of time; level of achievement; and any research or scholarly output.
8. **OFFER OF EMPLOYMENT FROM A COMPARABLE INSTITUTION** - A faculty member may qualify for a Special Increase if they have received a formal, written offer of employment from a comparable institution.

9. PERFORMANCE OF THE FULL RANGE OF ASSIGNED DUTIES – A faculty member may be awarded a Special Increase who has demonstrated excellence in a combination or two or more of the above categories.

10. IMPROVEMENT AND DEVELOPMENT - A faculty member may be awarded a Special Increase if they have demonstrated significant improvement or development in the above categories according to reasons indicated by the College Salary Committee.

COLLEGE SALARY COMMITTEE STRUCTURE

Annually, the College will establish a College Salary Committee chaired by the Dean plus a minimum of three eligible employees of the College. An eligible employee is anyone holding probationary, tenured, continuing status, or term appointments (if the term of appointment is for more than one academic year and a minimum of one academic year remains at the time of appointment to the committee).

A committee member must exclude themselves from committee proceedings during consideration of their own case for a Special Increase.

COLLEGE SALARY COMMITTEE DUTIES

The College Salary Committee will:

1. Establish standards to measure performance for the awarding of Special Increases and these standards will be communicated to all College employees in writing.
2. Receive, review and rank the submissions of each eligible employee and award either one-half, one full, one and one-half or two full Special Increases where appropriate. Two-thirds of the special salary increases must be 1.0 CDI's or above.
3. Receive, review and rank the submissions of each eligible employee and award either one-half or one full Special Increase in the case of an Assistant Dean, where appropriate.
4. Recommend to the President's Review Committee additional Special Increases for those eligible employees in the College who have been awarded more than one full Special Increase and who may merit an

additional award.

5. Recommend to the President's Review Committee additional Special Increases for those eligible employees, in the case of an Assistant Dean, who have been awarded one full Special Increase and who may merit an additional award.
6. Inform employees of the Committee's rankings, rationales, decisions, and recommendations to the President's Review Committee concerning the awarding of Special Increases
7. Submit the College's decisions for the award of Special Increases to the President for the information of the Board

Approved by College Salary Committee, November 28, 2011

Approved by Executive Committee, December 14, 2011

Approved by Faculty Council, [date]

