

## **College of Education College Review Committee Standards for Salary Review**

### **Approved by CRC April 24, 2019 for Salary Review Based on the Academic Year 2019-2020**

#### **Preamble:**

Salary Review is a collegial process of assigning value and merit to faculty work based on standards of the collective agreement, which must balance different components of assessment to academic work. Each faculty member is eligible for salary review and those who choose to shall submit evidence that helps the CRC to assess their work based on their assignment of duties. The Salary Review Committee is committed to the realization of equity in the salary review process.

#### **General Guidelines**

1. Faculty are expected each year to perform their assigned duties (at levels that meet the standards for tenure for their rank) in the three broad areas of teaching, research and service. Typically, faculty are required to contribute to teaching (including supervision related to graduate studies); to research, scholarly and artistic work; and to service. The expectations of teaching, research, and service vary depending on Assignment of Duties (AoD) (including sabbaticals and special assignments) acknowledged between the department head and faculty member, and approved by the dean.
2. The award of a special increase during the yearly salary review process is based on "excellence" (a term that qualifies academic work which is over and above the standard), as per AoD, in one or more of the following areas: Teaching; Research, Scholarly, and Artistic Work; Practice of Professional Skills; Extra University Work and Public Service; Administrative Work; Administrative Service as a Department Head or Assistant Dean; Improvement in Academic Qualifications; Performance of the Full Range of Assigned Duties; and/or Improvement and Development.
3. CRC values all areas of AoD; yet each year, faculty members may achieve excellence beyond the standard, for which salary merit may apply. There is a general understanding that excellence may be rewarded only when the standards have been met in the other areas of assigned duties. Department Salary Review Committees will thus have an opportunity to assess their colleagues first and report on individual department faculty AoD and indicate which work has been deemed meritorious and in which category(ies) using the SRF1. The SRF1 will then be forwarded to CRC.
4. There is a general understanding among faculty that expectations in terms of performance and quality within areas vary each year and typically increase as individual faculty progress through the academic ranks,

keeping within the College of Education Standards for Promotion and Tenure.

- 5a. Each faculty member who chooses to be considered by the Salary Review Committee for a possible award of special increase shall submit a CV update on **both** Forms 1 and 2 (please note that Form 2 is also required, with items either recorded or indicated as “not applicable”). Items listed on Forms 1 and 2 must conform to the most recently approved University of Saskatchewan standardized CV format. Other CV formats will not be accepted.

The Collective Agreement allows for **other evidence** to be provided in addition to the required CV updates on both Forms 1 and 2. Faculty members should annotate their CV, and may include other documentation that provides additional information speaking to evidence about their specific AoD in areas they perceive may inform the committee’s assessment for the purposes of salary review (i.e: courses covering challenging topics, long term research or writing projects, or intensive grant submissions, especially demanding year of service or community engagement, etc.).

- 5b. In case of sabbaticants, and those on administrative leave, AoD is the approved sabbatical application (as per the USFA Collective Agreement 20.7.2); thus it is expected that faculty submit their sabbatical application and report. The submission of the sabbatical report and application provide evidence for the Salary Review Committee when considering awards of special increase.
- 6a. From time to time faculty members may wish not to be considered for an award of special increase. Faculty members who choose not to be considered should submit a signed letter to the Salary Review Committee indicating that they wish not to be considered for a possible award of special increase during that year.
- 6b. Consideration for an award of a special increase is normally for the previous year, but if specified on the salary review form, it can be for an accumulated period from the time of the faculty member’s last award of a special increase as long as the items were never previously submitted on a Form 1.
7. Above average or excellence deemed as the basis for awards will vary from year to year, just as happens in other collegial processes, such as the awarding of grants by Tri-Agency Councils; honors, medals, fellowships, and prizes; teaching awards and recognitions, etc.

8. CRC maintains flexibility in determining allocations depending on faculty submissions in each particular year.

### **AREAS of CONSIDERATION for MERIT**

#### **1. Teaching**

A special increase in this area is based upon excellence in one or more of the following aspects:

- a) assigned teaching as evidenced by:

-an accurate summary of courses taught, the faculty member's role and the number of students, separating out courses taught for overload payment, team teaching, teaching assistant support, or any other extraordinary teaching responsibility

*Samples may be provided of one or more of the following:*

- a set of student course evaluations
- a set of course outlines
- a set of peer evaluations
- exemplary student work and student recognition (student awards and grants)
- engaging, original, and innovative print, non-print, and on-line materials, sites, and contributions developed and maintained by the faculty member (may also fit into research and scholarly work)
- written assessments of the innovative nature of the delivery or assessment methods, or other aspects of the teaching done by the faculty member

- b) Supervision and committee work with graduate students as evidenced by:

-a list delineating supervised students whose work is completed or in progress, the degree and type of work (project/thesis) and where possible, the title of the work

-a list delineating the work of the faculty member on committees that are completed or in progress, the degree and type of work (project/thesis), where possible the title of the work and a description of the faculty member's contribution on the committee(s)

*Samples may be provided of one or more of the following:*

- written evaluations of the quality of supervision or committee membership provided by students and/or peers

- the report by the external examiner and/or letters provided by Graduate Chairs, Department Heads, Executive Directors of Schools, the Associate Dean of Graduate Studies and Research within the College, or others who speak to the quality of the supervision or committee membership work of the faculty member

c) facilitation of field experience components of undergraduate and/or graduate programs where appropriate as evidenced by:

- a list of students facilitated in some form of experiential learning and/or set of field experiences and a description of the faculty member's role in relation to those experiences

*Samples may be provided of one or more of the following:*

- written evaluative statements by students, peers, school partners etc. as to the quality of the faculty member's work
- documentation describing innovative work to enhance field experiences

d) course/program development activities to enhance student learning and/or scholarship on teaching and learning as evidenced by:

- documentation describing such activities

Samples may be provided of one or more of the following:

- written evaluations as to the quality of the faculty member's contributions
- documentation of grants obtained for such work
- documentation of dissemination of such work through publications, conference presentations and/or workshops

## **2. Research, Scholarly, and Artistic Work**

A special increase in this area is based upon documented excellence in one or more of the following aspects, and where percentage of the work is clearly delineated:

a) Publications as evidenced by:

- citation of publication or correspondence from the publisher or editor confirming acceptance of the work for publication
- differentiation and details of work in refereed or non-refereed books or chapters in books, competitive proposal driven chapters in books, refereed and non-refereed print or digital articles, refereed or non-refereed abstracts or papers published in conference proceedings, reports

\* items listed that are non-referred and/or self-published must be identified as such.

Work must be clearly designated as published, or else accepted or in press (meaning that it has already been accepted and is in the process of publication). Work “in submission” or “forthcoming” should not be presented for merit as this means it has not yet been accepted, and it will not be considered.

b) Unpublished work as evidenced by:

-documentation outlining the details of work of academic merit that does not normally lead to publication

c) Research presentations as evidenced by:

-documentation of research presentations (invited lectures outside the U of S, invited conference presentations, non-invited conference presentations)

d) Artistic work as evidenced by:

-documentation of juried artistic creations and/or performances appropriate to the discipline, such as music, visual art, media productions, poetry, creative writing, dance, etc.

-documentation outlining the academic merit of artistic works that are not juried but are appropriate to the discipline

e) Research grants listed that were initially received in the year under consideration, and evidenced by:

-documentation and details concerning the granting agency, the role of the faculty member, the dollar amount for the period under consideration and in relation to the faculty member’s work on the funded project. Grants that were received in a prior year and included for consideration in that year may not be submitted a second time for merit.

### **3. Practice of Professional Skills**

A special increase in this area is based upon documented excellence in one or more of the following aspects as evidenced by written assessments by peers, professional colleagues, community members or other appropriate persons:

a) Delivery of unpaid professional services, such as professional development work with teachers and/or other professionals and editorial work on journals, editorial boards, and other contributions to an academic discipline

- b) Leadership in the discipline of education or related disciplines
- c) Impact directly attributable to the faculty member's efforts over the period under consideration
- d) Work in the area of "community relations" enhancement

#### **4. Extra University Work and Public Service**

A special increase in this area is based upon excellent unpaid service to academic or professional bodies or to a specified community or communities as evidenced by written assessments by those affected by the work or service. The work must show active participation and impact directly attributable to the faculty member's work. Assessment of performance and quality will take into consideration one or more of the following factors:

- work that is internal to the U of S or external
- the stature and purview (local, provincial, national or international) of the external organization
- the size of the community or communities involved
- whether the work was invited or volunteered
- the time and effort involved in the work
- the scope of the contribution to the U of S, the external organization or the communities involved

#### **5. Administrative Work**

A special increase in this area is based upon documented excellence in assigned administrative work other than duties associated with a Department Head or an Assistant Dean's duties and evidenced by written assessments by supervisors and/or those affected by the work. Examples of such work include, but are not limited to, excellence in roles such as that of the Graduate Chair, an Academic Director of a research centre and/or leadership on planning or implementation committees.

#### **6. Administrative Service as a Department Head or Assistant Dean**

A special increase in this area is based upon documented excellence in serving the Department and/or College. To illustrate excellence, a Department Head or Assistant Dean must provide evidence in written form pertaining to one or more of the following areas of their service in the time period under consideration:

- a) leadership
- b) innovation

- c) time and effort required for the work undertaken
- d) impact of the work attributed to the faculty member

*Evidence of the above could be in the form of:*

- administrative/leadership awards and recognitions
- measurable impacts upon aspects of department or college work (e.g. programs, student satisfaction, student outcomes, administrative efficiencies, faculty success)
- enhancing specific priorities of the College/University (e.g. Internationalization, Aboriginal engagement, enhancing the student experience, integrative projects across units/colleges)

### **7. Improvement in Academic Qualifications**

A special increase in this category is based upon written and verified information about a relevant academic qualification gained by the faculty member and not required for completion at the time of appointment. For example, completion of a doctoral dissertation would not be considered for a special increase, since this is required for all regular tenure-track positions, whereas obtaining an additional degree after the time of appointment, that is not required, could be considered for a special increase.

### **8. Performance of the Full Range of Assigned Duties**

A special increase in this category is based upon excellence in the performance of assigned duties in two or more of the categories listed above. This category recognizes the “good citizen” of the Department, College and/or University whose contributions warrant recognition. Excellence will be determined by the examination of documentation and decisions are subject to the criteria of quality and academic impact of the contribution(s) over the period under consideration.

### **9. Improvement and Development**

A special increase in this category is based upon documentation illustrating a “significant” improvement or development that moves the faculty member beyond meeting the standard in one or more of the categories above for reasons acceptable to the Department Salary Committee and/or the College Review Committee and evidenced by written assessments by relevant persons.