

**Department of Finance & Management Science  
Edwards School of Business**

**Guidelines and Procedures for Awarding Special Increases**

**Approved by CRC May 27, 2012**

The collective agreement requires that all continuing faculty members have the opportunity to be considered each year for special salary increases. To be considered, a faculty member must submit an application package to the department head by September 1. The application package should consist of 1) a cover letter addressed to the department head that indicate which of the ten categories (see Article 17.2) form the basis for the award and summarizes the main meritorious achievements, 2) a CV update form covering the review period, 3) an up-to-date standard CV, and 4) copies of supporting documentation including teaching evaluations, acceptance letters, committee service letters, etc.

The department salary committee consists of all eligible department members (see Article 17.3.1 for eligibility). Members who are on leave may be excluded. A department salary committee meeting will be held in a timely manner such that the salary awards, recommendations, and rankings can be discussed with the department members and forwarded to CRC prior to November 30. Quorum is two-thirds of the committee members rounded to the nearest integer (see Article 17.5.3).

All applications will be made available to all committee members prior to the department salary committee meeting. Each member individually reviews all applications and uses his or her judgement to form a preliminary ranking of all applications (except their own) prior to the meeting. In accordance with the Edwards School of Business CRC guidelines, meritorious achievements in one category of teaching, research, or service should not be recognized if they come at the expense of poor performance in another category. In addition to Article 17.2, the appended list should be used as a basis to judge the applications. The meeting will proceed as follows:

1. General Discussion. At the opening of the meeting, the total number of special increases and the minimum number of full increases that are available to the department salary committee will be mentioned. Each application will then be discussed in alphabetical order by last name. The applicant will be required to leave while his or her application is being discussed. Throughout the discussion of all of the cases, committee members may adjust their rankings accordingly.

2. Final Ranking. Following the discussion of all applications, each committee member composes a final ranking of the applications (excluding their own). (Ties are permitted, such as 1, 2, 2, 2, 5, 5.) The final rankings are collected and each application is assigned a final ranking based on its average ranking among all committee members. This final ranking will be displayed and used for allocating department special increases.

3. Allocating full CDIs. Of the special increases to be allocated, a minimum number must be full CDIs. Full

CDIs will be allocated to the top ranked applications until the required minimum has been allocated. In the event of a tie for the last full CDI(s), the affected applicants will be required to leave while the cases are discussed by the rest of the committee until the tie is broken.

4. Allocating the remaining CDIs. After the minimum number of full CDIs are allocated, the remaining special increases can be allocated as either full or half CDIs. Since potentially all of the remainder could be allocated as half CDIs, each applicant who could be affected will be required to leave while the rest of the committee deliberates how to allocate full or half CDIs among that group.

5. Recommending special increases to CRC. After determining the department allocation of special increases, each committee member will construct a new ranking to make recommendations to CRC. Each application is assigned a final ranking based on its average ranking among all committee members. The committee will determine its recommendation to CRC based on the final ranking.

6. Vote. A vote by secret ballot will be taken for each department member individually on the motion: *Shall [the employee] receive [the salary treatment]?* Each committee member has one vote, but members are ineligible to vote on their own case. The motion passes by simple majority (a tied vote fails), with abstentions counting neither for nor against (see Article 17.5.3). All available special increases that are not allocated by the department salary committee are to be passed on to CRC.

Following the meeting, the department head will write a report of the department salary committee, which communicates the department allocation of special increases and the recommendations to CRC. The department head will also prepare salary review documents for each department member. These are to be submitted to CRC by November 30.

### **Items to be Considered for Deciding Merit (by category)**

#### **(1) Teaching**

##### (a) Teaching Evaluations

- a1. Student evaluations (SEEQ)
- a2. Peer evaluations

##### (b) Teaching Contributions

- b1. Number of different courses (preparations) taught (per year)
- b2. Honours/MSc/PhD supervision (to be considered at the time the student leaves the program)
- b3. New course development
- b4. Other teaching contributions

##### (c) Teaching Awards

- c1. Undergrad/MBA/M.Sc. teaching awards
- c2. M.Sc. Thesis Award
- c3. USSU, Provost's Award
- c4. Master teacher

- c5. 3M Scholar
- c6. Other teaching awards

## **(2) Research and Scholarly Work**

### (a) Refereed Journal Articles

- a1. Refereed journal articles
- a2. Quality can be assessed by referring to the Australia Business Deans Council (Abdc) Journal Rating List (or other resources if appropriate)
- a3. Best published paper awards

### (b) Books and Chapters in Books

- b1. Textbooks/Monographs (first edition or subsequent editions)
- b2. Book chapters

### (c) Presentations

- c1. Refereed conference presentations
- c2. Non-refereed conference presentations
- c3. Invited presentations
- c4. Keynote speaker presentations
- c5. Conference best paper awards

### (d) Other Papers

- d1. Papers in non-refereed or professional journals
- d2. Technical reports relevant to the academic field
- d3. Published book reviews
- d4. Published case studies
- d5. Other written material

### (e) Research Grants

- e1. Tri-council research grants
- e2. Other research grants external to the university
- e3. University grants external to Edwards School of Business
- e4. Other research grants

## **(3) University and Public Service (including contributions to administration)**

### (a) University Service

- a1. Committee member
- a2. Committee chair
- a3. Other university service

### (b) College Service

- b1. Committee member

- b2. Committee chair
- b3. Other college service

(c) Department Service

- c1. Course coordinator of core classes
- c2. Case competition coach
- c3. Other case competition support
- c4. Program director
- c5. Masters/PhD committee member
- c6. Centre director
- c7. Other departmental service

(d) External Academic Service

- d1. Refereeing articles, tenure/promotion cases, or graduate theses
- d2. Board/committee member of academic associations
- d3. Editor/co-editor/associate editor for academic journals
- d4. Conference chair/organizer
- d5. Other external academic service

(e) Professional Service

- e1. Board/committee member of professional associations
- e2. Professional presentations/speeches/workshops
- e3. Other professional service

(f) Public and Community Service

**(4) Improvement in Academic Qualifications**

(a) Professional Designations

(b) Other Improvement in Academic Qualifications