

UNIVERSITY OF SASKATCHEWAN  
College of Law

Standards for the Award of Special Salary Increases

Article 17 of the collective agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association sets out a process for the award of Special Increases to faculty members. It provides for the establishment of a College Salary Committee, which consists of the Dean as chair and at least three other faculty members, who may hold probationary, continuing or tenured appointments, or a term appointment of more than one year if there is at least one year remaining in the term. The College Salary Committee should ideally be reflective of as broad a range as possible of faculty experience and expertise.

The College Salary Committee is responsible for determining what Special Increases shall be awarded to faculty members in the College, and for making any recommendations to the President's Review Committee for additional Special Increases beyond those awarded by the Committee.

The guidelines adopted by the College pursuant to Article 11.5 of the collective agreement (the Workload Guidelines, Appendix 1) set out the parameters for a normal assignment of duties. The Workload Guidelines speak to an assignment of teaching, administrative and research responsibilities for faculty members, and include a list of duties, such as the supervision of theses and research projects, and participation in *ad hoc* administrative assignments. All faculty members are expected to participate in each of these areas of responsibility and to satisfactorily perform the full range of duties outlined in the Workload Guidelines as a minimum requirement beyond which excellence in particular areas is then assessed in awarding Special Increases.

Though a Special Increase is typically awarded to recognize outstanding performance of a faculty member over the year covered by the annual update of the *curriculum vitae*, the College Salary Committee may also consider an application by a faculty member to be recognized for excellence over a longer period.

The following standards set out a basis for evaluating excellence of performance in the categories enumerated in the collective agreement. A faculty member may be awarded a Special Increase for excellence in one or more than one of these categories.

Teaching

The category of teaching in the College of Law includes, but is not limited to the following:

- Instruction of courses in the JD or LLM program
- Supervision of graduate theses, individual directed research projects or *Saskatchewan Law Review* papers
- Clinical supervision
- Coaching of competitive mooting teams or extensive participation in preparing mooting teams for competition
- Preparation of syllabi, casebooks or other teaching materials

In assessing whether a faculty member has demonstrated excellence in teaching, the College Salary Committee may take into account, among other things:

- Exceptional contributions to curriculum development or pedagogy
- Development of innovative courses or innovative techniques in courses
- The reputation of the colleague for excellence in teaching as shown through student and peer evaluations, and particularly through the receipt of any awards for teaching (such as the Law Students' Association Teaching Award, a Provost's Award, a University of Saskatchewan Students' Union Teaching Award, or external teaching prizes like the 3M Teaching Award)

If a faculty member wishes to be considered for the award of a Special Increase based on excellence in teaching, the onus is on the faculty member to provide to the College Salary Committee any material in addition to the updated *curriculum vitae* which may support the claim of excellence.

### **Research and Scholarly Work**

Article 17.2.2 of the collective agreement permits the consideration of published work, work accepted for publication, and, in appropriate circumstances, unpublished work for which there is no appropriate publication outlet, in support of the award of a Special Increase in this category. Scholarly work will be assessed on the basis of its quality and significance, not merely its quantity. Peer review of the work should be given considerable weight as an indication of the quality of scholarly work.

The kinds of activities that would be considered include:

- Authoring or coauthoring books
- Authoring or coauthoring papers in refereed journals, published or accepted for publication
- Authoring or coauthoring chapters in books and contributions to digests and encyclopedias
- Delivering invited papers in published conference proceedings
- Authoring or coauthoring papers in non-refereed journals, published or accepted for publication
- Authoring or coauthoring professional reports and studies
- Authoring or coauthoring book reviews
- Delivering invited lectures within and outside the University and invited conference presentations
- Delivering presentations at conferences (non-invited)
- Editing or coediting books of conference proceedings
- Authoring or coauthoring annotations of legal cases
- Creating electronic outlets such as blogs which have a scholarly focus
- Authoring or coauthoring grant applications

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

Article 17.2.4 of the collective agreement indicates that a Special Increase may be awarded for excellence in outreach and engagement, clinical service, committee work or public service which falls outside the ordinary assignment of duties and which is not done for extra pay beyond a nominal fee or honorarium.

The activities for which a Special Increase may be awarded include:

- Extensive media commentary
- Executive positions in academic or professional organizations
- Participation in assessment panels of granting agencies, tenure or promotion reviews, book manuscript assessments or involvement as an external reviewer of academic programs at other institutions
- Membership of the editorial board of an academic journal
- Conference organizing
- Participation in community organizations where such participation draws on legal/academic expertise

Assessment of work in this category is guided by the following considerations, which are also relevant to the award of a Special Increase:

- a) amount of effort and industry involved;
- b) quality of services rendered;
- c) stature and magnitude of any offices held;
- d) the integration of the College into the larger academic community; and
- e) contributions to the community at large through various means.

#### **Administrative Work**

A Special Increase will not normally be awarded for performance of the administrative duties assigned to a faculty member as part of their ordinary assignment. A Special Increase may be awarded for administrative duties undertaken beyond the normal assignment of duties, for participation in University committees or projects, or for exceptional performance of assigned administrative duties.

#### **Improvement in Academic Qualifications**

Article 17.2.7 of the collective agreement provides that a Special Increase may be awarded in recognition that a faculty member has completed a degree, course of study or similar program. A Special Increase will not be awarded where the completion of a degree was a condition of employment specified in the letter of offer to a faculty member.

#### **Offer of Employment from a Comparable Institution**

Article 17.2.8 of the collective agreement indicates that a Special Increase may be awarded to a faculty member who has received a signed letter of offer from another institution. The College Salary Committee will not consider the award of a Special Increase in this category. Requests for consideration of a Special Increase on this ground will be dealt with according to the Expedited Procedures set out in Article 17.5.7.

#### **Improvement and Development**

Under Article 17.2.10 of the collective agreement, the College Salary Committee may award a Special Increase to a faculty member demonstrating significant improvement or development in any of the categories listed above.

A faculty member wishing to be considered on this ground would be responsible for making the case to the College Salary Committee that there are reasons for this improvement or development in performance that would warrant the award of a Special Increase.