SALARY ADJUSTMENTS - A PROCESS OVERVIEW
UNDERSTAND THE RULES

GENERAL RULES

- What are the basic categories for your evaluation?
- What is the basic evaluation ratio?
- What is the expected distribution of MIs in a unit?
- How long is the evaluation period?
- Have you had a leave that changes the length of the evaluation period?
- How can you challenge an unfavourable result?

UNIT SPECIFIC RULES

- What performance standards are identified in your unit’s evaluation policy?
- How do you have to present your performance summary?
KNOW THE PROCESS

- **VPAC ultimately assigns Merit Increments (MI) to members**
  - VPAC does not hold back any MIs

- **Deans make recommendations to VPAC**
  - Deans hold a small number of MIs in reserve

- **Chairs and Directors make recommendations to Deans**

- **Some Chairs and Directors rely on recommendations from evaluation committees**
ASSESS YOUR STRENGTHS

- What are your career highlights over the past four years?
- Is there a need for a special statement, e.g. to explain the effect of a leave?
- Would an alternative ratio be beneficial moving forward?
SAMPLE EVALUATION INDICATORS
- SCHOLARLY AND PROFESSIONAL ACHIEVEMENT

Based on Collective Agreement S. 19.8 – 19.10
SAMPLE EVALUATION INDICATORS - TEACHING PERFORMANCE

Based on Collective Agreement S. 19.6 – 19.7 and 19.21 – 19.24
SAMPLE EVALUATION INDICATORS
- OTHER CONTRIBUTIONS

**Community**
- Roles in community agencies
- Teaching in community
- Professional development delivery
- Service roles
- Relationship building
- Extra-university recognition of university-related activities
- Participation in traditional Indigenous ceremonies

**Discipline/profession**
- Conference/paper reviewing
- Grant reviewing
- Editing journals
- Conference organisation
- External examining
- External program reviews
- External tenure/promotion reviews

**Institution**
- Leadership roles
- Mentoring
- Chairing committees
- Involvement in governance
- Contributions to development of academic unit
- Chair or Director roles
- Service to the University or the Association
- Contributions to student life

Based on Collective Agreement S. 19.11
THANK YOU!

Reuben Kellen
Membership Services Advisor
E: msofa@uvic.ca
P: 250-472-4923

Ben Johnson
Membership Support, and Research and Communications Advisor
E: rcafa@uvic.ca
P: 250-472-4662

We are here to help...