



## **LFS Policy: Merit & Performance Salary Adjustment (PSA) Procedures**

### **Preamble**

The Faculty of Land and Food Systems is committed to ensuring a fair and uniform process for the allocation of Merit awards and Performance Salary Adjustments (PSA) for faculty members in all its programs and those jointly appointed in two or more units.

### **Eligibility**

All faculty members who are continuing members of the bargaining unit and active during the period reviewed are eligible to be considered for merit and PSA, including members on reduced appointments, maternity/parental/adoptive or sabbatical leave. In accordance with the Collective Agreement (2.04c, p.36), all faculty members must submit a summary of their relevant scholarly/educational leadership, teaching and service activities.

### **Review Committee**

The Dean appoints three Merit and PSA committees (APBI, FNH and FRE) in April of each year. Each committee (including the Chair) has the mandate to review faculty submissions to determine the appropriateness of awarding a merit and/or PSA allocation. As much as possible, these committees will be representative of ranks (e.g. junior and senior faculty, teaching and research stream), sub-disciplines, and the demographic diversity of our unit's faculty.

The membership of these review committees will be shared with the faculty when the awards are announced. In the event that the committee membership is not announced, the reasons will be communicated to the faculty. Membership on the review committees will rotate periodically.

### **Review Process**

The merit recommendations will be based on an analysis of each faculty member's contribution to teaching, research and service during the period of review (e.g. April 1 to March 31). Descriptions of expectations can be found in the Collective Agreement, Part 4: Conditions of Appointment for Faculty.

In cases where a faculty member has not had the opportunity to engage (or is not expected to engage) in one of these activities, the recommendation will be based on the other two activities. For example, if a research stream faculty member is unable to teach, merit will be assessed on research and service.

PSA recommendations are based on overall performance over a period of time that is worthy of recognition; the relationship of a faculty member's salary to that of other faculty members taking into consideration total years of service at UBC; and market considerations. According to the Collective Agreement, PSA will not normally be awarded in the first three years of a faculty member's employment.

The review committees will focus primarily on those accomplishments and activities of individual faculty members that support the Faculty of Land and Food Systems. Faculty members whose teaching, research or service is done primarily outside of the Faculty will need to indicate how their work connects to the Faculty.

Faculty members holding joint appointments will be reviewed by our respective merit review committee and the joint department's merit review committee. The recommendations from each department/faculty should reflect their level of engagement within each department/faculty. The Dean will meet with the joint Department Head or Dean to confirm the recommended ranking.



All committee members will be required to review each file submitted within their Program, except their own. The discussion of each specific case will be initially led by a primary reviewer followed by secondary reviewer, and the others will be asked to provide additional input. Individual research, teaching, and service scores are submitted by each member and finalized following the discussion.

Individual faculty are scored ranging from 1 to 10 in their respective areas (research, teaching, educational leadership, or service), based on excellent/meritorious performance for someone in that field and career stage and circumstances. These scores are not a ranking of individuals in comparison to their peers reviewed that year, but individual judgements of the performance for each activity.

The committees assess merit using a weighted ranking system (with some exceptions):

Research stream: research (40%), teaching (40%) service (20%)

Teaching stream: teaching (60%), educational leadership (20%), service (20%)

Lecturers: teaching (80%), service (20%)

When assigning a research score, if necessary the primary evaluator will consult with those in the individual's field (or faculty subgroup) to ascertain what typically constitutes meritorious performance in that field.

When assigning a teaching score, the committee will consider a combination of teaching load, class size (student evaluations tend to be higher on average for very small classes), student evaluations, and peer evaluation where relevant. Curriculum development, pedagogical innovation or dissemination, and directed studies leadership should also be considered. Additional teaching taken on during the review period for compensation will not be considered.

While assigning a service score, the committee will consider uncompensated service to the Faculty, research group, or other academic or extension organizations pertinent to the individual's field. Some service contributions may carry more weight than others and will need to be evaluated according to the committee's discretion.

Committees are assigned a merit point allotment based on the number of people reviewed as a function of the total number of faculty submitting merit documents, with a few units held back for the Dean to assign at his or her discretion. Once scores are finalized for each individual, the committee determines merit recommendations based on the rankings and their assigned units. The committee also creates a list of recommendations of faculty members warranting PSA, along with rationale.

Once the reviews are complete, the committee Chairs meet with the Dean and submit their recommendations for both merit and PSA. The Dean considers their recommendations and makes the final decisions based on information received. If a faculty member's contribution outside of the Faculty cannot be assessed internally, the Dean will consult with the Provost before determining the final rankings.

Date of Revision	April 24, 2022
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