

SUBJECT: PROCEDURES FOR FACULTY ASSOCIATION MARKET DIFFERENTIAL

The purpose of this document is to outline the procedures and timelines that guide the application process and assessment of market differential stipends paid to Members of the Faculty Association. These procedures work in conjunction with the *Faculty Association Market Differential Policy*. In the case of applications for Librarians, the UNBC Librarian will act in place of the Program Chair and/or Dean for these Procedures.

1. Market Differential Committee

The Market Differential Committee reviews applications for market differential stipends to Members within a discipline or sub-discipline and makes a recommendation to the Provost.

The Provost reviews applications for individual market differential stipends to Members outside of a designated discipline or sub-discipline, in addition to cross-appointments to disciplines or sub-disciplines receiving market differential.

The Market Differential Committee consists of two persons named by and representing the Faculty Association, two persons named by and representing the University, and one Chair of the Committee jointly appointed by the other four members. Committee members serve a maximum 3-year term. In the initial appointment of one of each of the members representing the Faculty Association and University, a maximum 2-year initial term is served to provide continuity to Committee activities.

The Market Differential Committee determines its own procedures. The Market Differential Committee terms of reference are the following:

- a. The Market Differential Committee conducts its activities in accordance with the Faculty Association Market Differential Policy.
- b. The Market Differential Committee annually reviews the Faculty Association Market Differential Policy and advises the Provost on recommended policy changes or amendments.
- c. The Market Differential Committee makes recommendation to the Provost on procedures and application criteria required to thoroughly assess market differential applications.
- d. Normally in the September semester, the Market Differential Committee reviews and makes written recommendation to the Provost on market differential applications for disciplines or sub-disciplines.
- e. The Market Differential Committee may seek independently other sources of information to validate the information provided within the application, which may include interviewing the relevant Program Chair, Dean or Member(s).

Applications, including the recommendation letters from the Chair and Dean, for initial or continuing market differential stipends for disciplines, sub-disciplines or current Members, will be received by the Office of the Provost by no later than the first working Monday after Labour Day to take effect the following July 1st. In the case of new Member appointments to UNBC, or Member cross-appointments, the application will be made to the Provost at the time of appointment.

2. Application Procedures for Disciplines or Sub-disciplines

A written application for market differential for a discipline or sub-discipline is prepared by the Chair responsible for the discipline or sub-discipline, and submitted to the relevant Dean for review. The application will include:

- a. Summary of recruitment initiatives for the past (3) years, number of applicants who applied, quality of applicants, number of failed searches.
- b. Summary of employee turnover within the discipline or sub-discipline within the past (3) years.
- c. Salary comparison with at least (3) other universities of comparable size and location within the same discipline or sub-discipline. Industry comparison may be included, but will be a secondary consideration.
- d. Market differential comparison with other universities of comparable size and location within the same discipline or sub-discipline.
- e. Impact of geographic location on recruitment and retention.

The Dean reviews the application submitted by the Chair and forwards the application with a letter of recommendation to the Provost by no later than the first working Monday after Labour Day to take effect the following July 1st. It is the responsibility of the Program Chair and Dean to ensure all applications for market differential consideration are submitted by the September semester deadline for market differential stipends to be in effect on the following July 1st. If no application for renewal is received by the September deadline, the market differential shall expire for disciplines and sub-disciplines in accordance with the Faculty Association Market Differential Policy.

On receipt of the application, the Provost forwards the application and letters of recommendation to the Market Differential Committee for review commencing in the September semester.

The Market Differential Committee shall review the materials and provide recommendation to the Provost.

The Provost shall make a decision to recommend to the Board of Governors either to grant or to deny a market differential and shall notify in writing the Dean, Program Chair and Members of the discipline or sub-discipline of the recommendation normally within 30 days of receipt of the communication from the Market Differential Committee.

The decision of the Board of Governors shall be final and shall not be grievable.

3. Application Procedures for Individual Market Differential Stipend

Individual market differential stipends may be paid to an individual in exceptional circumstances when the University wishes to attract or retain a highly meritorious individual, or in the case where a Member is cross-appointed to a discipline or sub-discipline already receiving market differential.

An application for individual market differential stipend for new Members shall be prepared in writing by the Program Chair and forwarded to the Dean along with the recommendation letter from the Appointment Selection Committee at the time of appointment. The Dean shall review the materials and write a letter of recommendation to be forwarded to the Provost along with the Chair's recommendation. Applications should provide evidence of the individual's meritorious performance, evidence that the individual is fulfilling a key role within the Program and/or University, and evidence that the individual is highly marketable at other institutions.

An application for market differential for a current Member, or cross-appointed Member to a discipline or sub-discipline already approved for market differential, shall be prepared in writing by

the Member and submitted to the Program Chair. The Program Chair shall review the application and write a letter of recommendation to be forwarded to the Dean with the Member's application. The Dean shall review the materials and write a letter of recommendation to be forwarded to the Provost along with the Member's application and Chair's recommendation. Applications should provide evidence of the Member's meritorious performance, evidence that the Member is fulfilling a key role within the Program and/or University, and evidence that the Member is highly marketable at other institutions. Applications should be received by the Office of the Provost no later than the first working Monday after Labour Day to take effect the following July 1st.

It is the responsibility of the Member, Program Chair and Dean to ensure all applications for market differential consideration are submitted by the September semester deadline for market differential stipends to be in effect on the following July 1st. If no application for renewal is received by the September deadline, the market differential shall expire in accordance with the Faculty Association Market Differential Policy.

The Provost shall make a decision to recommend to the Board of Governors either to grant or to deny a market differential and shall notify in writing the Dean, Program Chair and Member of the recommendation normally within 30 days of receipt of the full application.

In the case of a cross-appointment to a discipline or sub-discipline receiving market differential, the Provost determines a pro-rated market differential stipend in accordance with the terms and conditions of the cross appointment.

The decision of the Board of Governors shall be final and shall not be grievable.

4. Value

A market differential stipend shall be expressed in terms of dollars and is not subject to general adjustments to scale.

A Member having less than a full normal workload as a result of an appointment modification pursuant to the conditions of the Faculty Agreement, or in the case of a cross-appointment, the Member shall receive a pro rata amount calculated with reference to the workload or the terms of the cross-appointment.

A market differential stipend shall be stipulated in writing in the letter of appointment or formal notification to be included in the Member's Official Personnel File ("OPF"). The letter shall also include the value of the market differential stipend and the expiry date.

A Member on sabbatical leave, academic and professional leave, or assisted study leave, pursuant to the conditions of the Faculty Agreement shall have his/her market differential stipend reduced by the same percentage as the base nominal salary while on leave. All other terms or procedures affecting the value of market differential stipends will be subject to the terms of the policy on Faculty Association Market Differential Stipends.

5. Transition of Existing Market Differential Stipends

Disciplines, sub-disciplines and individuals currently receiving a market differential stipend will have their market differential stipend expire on June 30, 2008, unless application for continuation is made and approved under the terms of these procedures and the *Faculty Association Market Differential Policy*.