Salary Letter (as of July 1, 2021) — all faculty – revised August 2021

Personal & Confidential

[date]

[name]

[address]

Dear [ ]:

I am writing to you concerning your salary increase effective July 1, 2021. The University and the University of Toronto Faculty Association (UTFA) have reached an agreement on payment of July 1, 2021 Merit (PTR and 5%).

Salary, benefits and workload negotiations with the University of Toronto Faculty Association (“UTFA”) for the period July 1, 2020 to June 30, 2021 continue. No agreement has, as yet, been reached regarding an across-the-board (ATB) salary increase for the 2020-21 academic year.

Salary, benefits and workload negotiations with UTFA for the period July 1, 2021 to June 30, 2022 have not yet commenced.

A further letter(s) will be issued to you regarding ATB agreed to or awarded payable July 1, 2020 or July 1, 2021 when that information is available. ATB increases, if any, would be retroactive to July 1, 2020 and July 1, 2021 respectively and would result in the recalculation of your July 1, 2020 base salary and July 1, 2021 base salary.

You have already received written feedback for the 2020-21 assessment process in a letter dated [date of original letter].

In order to mitigate the significant impacts of the COVID-19 pandemic that faculty and librarians may have experienced during the 2020-21 academic year, the University and UTFA have agreed that on an exceptional and one-time-only basis, each faculty member’s and librarian’s PTR payment for the 2020-21 assessment period will be calculated using the higher of the following scores:

(1a) PTR score equivalent to the average of their PTR scores for the 2017-18, 2018-19, and 2019-20 assessment periods; or

(1b) PTR score that resulted from the normal process of assessment based on their submitted activity report for the 2020-21 assessment period, in accordance with their unit’s normal PTR process.

Faculty and librarians who did not receive PTR scores for each of the 2017-18, 2018-19, and 2019-20 assessment periods will have their PTR score for the 2020-21 assessment period calculated as follows for the purposes of a PTR score under paragraph (1a) above:

(2a) Only scores for the 2018-19 and 2019-20 assessment periods: the average of those two scores;

(2b) Only a score for the 2019-20 assessment period: the same PTR score as for 2019-20;

(2c) No PTR score for the assessment periods 2017-18, 2018-19, and 2019- 20: the average score in their pool as determined in accordance with their unit’s normal PTR process described in (1b) above for the 2020-21 assessment period.

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| --- | --- | --- |
| **Option** | **Score** | **Highest Score, used for calculation of PTR dollar amount (indicate with x)** |
| (1a) PTR score equivalent to the average of their PTR scores for the 2017-18, 2018-19, and 2019-20 assessment periods (or alternative as per 2a, b or c) |  |  |
| (1b) PTR score that resulted from the normal process of assessment based on submitted activity report for the 2020-21 assessment period, in accordance with unit’s normal PTR process |  |  |

The following sets out your total salary increases and your new base salary effective July 1, 2021. This will be reflected in the October 2021 pay run.

|  |  |
| --- | --- |
| June 30, 2021 base salary | $ |
| July 1, 2021 PTR merit award | $ |
| July 1, 2021 5% Merit award - Excellence/Small Group Award, ***[delete this row if not applicable]*** | $ |
| July 1, 2021 base salary | $ |