

**JOINTLY DEVELOPED SALARY REVIEW REPORTING PROTOCOL  
BETWEEN  
THE UNIVERSITY OF SASKATCHEWAN (“the university”)  
AND  
THE UNIVERSITY OF SASKATCHEWAN FACULTY ASSOCIATION (“the USFA”)**

This protocol has been developed by the university and the USFA to clarify the disclosure standards required from Department and College Salary Committees pursuant to the salary review articles in the Collective Agreement.

The relevant articles of the Collective Agreement are as follows:

- For Departmentalized Colleges, Article 17.4.1 (viii) (Department Salary Committee) states that the Salary Committee shall inform employees in the department of the Committee’s rankings, decisions for the award of Special Increases and recommendations to the College Review Committee, as well as the Committee’s **reasons** for such awards and recommendations.
- For Non-Departmentalized Colleges, Article 17.4.2 (v) (College Salary Committee) states that the Salary Committee shall inform employees in the College of the Committee’s rankings, decisions for the award of Special Increases and recommendations to the President’s Review Committee, as well as the Committee’s **reasons** for such awards and recommendations.

To ensure transparency and compliance with the Collective Agreement, the university and the USFA have agreed to the following Salary Review Reporting Protocol:

1. The department Salary Committee or non-departmentalized College Salary Committee shall make available to employees of the academic unit, the information from the relevant salary review forms or the salary review forms themselves for each member of the academic unit (i.e., Salary Review Form 1 for Department Salary Committees and Salary Review Form 2 for non-departmentalized College Salary Committees).
2. This information shall either be distributed to members or maintained in the office of the Dean and/or Department Head whereby Employees can review this information on request.
3. Salary Review Forms (Form 1 and Form 2) shall include the Committee rationale for the award. The rationale must include a list of the evidence in support of the award and/or recommendation in sufficient detail for faculty members to compare their own cases to those members receiving an award and/or recommendation.
4. It is agreed that the statement of reasons for the award and/or recommendations will summarize that information provided in the respective Curriculum Vitae and Salary Review Forms.

5. Rankings of the Committee's decision will be reported in a priority ranking order and will include all employees in the Department/College independently of whether an award has been granted.
6. This reporting protocol is intended to complement the requirements outlined by the Collective Agreement and to further clarify the minimum standards required to communicate salary review decisions to employees.
7. The Office of the Provost will provide Deans, Department Heads, and Salary Committee members with examples of the descriptions and rationale expected to be included in the communication to employees advising of decisions for the award of Special Increases.