

UNIVERSITY OF CALGARY  
Procedures for the Provost's Salary Adjustment Fund for Academic Staff

**Procedures**

The following procedures shall apply to salary adjustment requests made in accordance with the Memorandum of Agreement in the Collective Agreement on the Provost's Salary Adjustment Fund for Academic Staff.

- 1) Academic staff members eligible for consideration shall hold a Continuing, Contingent Term or Limited Term appointment.
- 2) Normally, a Dean (or equivalent)

Market data where appropriate and available.

Confirmation that the Dean, or designate, has met with the academic staff member to discuss the matter and in departmentalized Faculties, an indication of whether or not the Dean has consulted with the Head.

An analysis of the impact of the proposed upgrade on salary patterns within the Faculty. We recommend the use of the following table.

Name	PhD Date	Appt Date	Tenure D
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