



APPOINTMENT OF ACADEMIC STAFF – Form B-1

To be completed and attached to Form B for starting salary recommendations above the floor of the appropriate rank

A. Normally, the salary shall be the floor of the appropriate rank if the Candidate has no prior academic or related experience. The appropriate academic credentials and experience are required to justify a starting salary recommendation above the floor (Article 18.2.6.1). If the starting salary recommendation is above the floor of the appropriate rank, credible evidence is required. Complete the relevant part of Section A, complete Section B and attach any supporting documentation. See Article 18.3 Schedule of Salaries. Ensure the right year is used. (Note: Special Increase (SI) Value = Career Development Increase (CDI) Value).

1. 18.2.6.8 – Recommendation of the Search Committee for a starting salary above the floor and within the appropriate rank

Rank: \_\_\_\_\_ Salary at floor of rank: = \$ \_\_\_\_\_.

- i) Number of CDIs above floor but within appropriate rank \_\_\_ CDIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
ii) Recognition of prior meritorious academic experience
a) Asst Prof, LibI/II, Inst., Lect. (up to 1 Special Increase) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
b) Assoc Prof, Lib III (up to 2 Special Increases) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
c) Professor, Lib IV (up to 3 Special Increases) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

Recommended Salary: = \$ \_\_\_\_\_.

2. 18.2.6.9 – Recommendation of the Search Committee for a starting salary no more than 3 CDIs above the CDI ceiling of the appropriate rank

Rank: \_\_\_\_\_ Salary at floor of rank: = \$ \_\_\_\_\_.

- i) Number of CDIs above the CDI ceiling of the appropriate rank \_\_\_ CDIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
ii) Recognition of prior meritorious academic experience
a) Asst Prof, LibI/II (up to 1 Special Increase) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
b) Assoc Prof, Lib III (up to 2 Special Increases) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
c) For Prof. or Lib IV see A.4.

Recommended Salary: = \$ \_\_\_\_\_.

The following recommendations must be referred to the President's Review Committee.

3. 18.2.6.10 – Recommendation of the Search Committee for a starting salary more than 3 CDIs and up to and including 6 CDIs above the CDI ceiling of the appropriate rank

Rank: \_\_\_\_\_ Salary at floor of rank: = \$ \_\_\_\_\_.

- i) Number of CDIs above the CDI ceiling of the appropriate rank \_\_\_ CDIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
ii) Recognition of prior meritorious academic experience
a) Asst Prof, LibI/II (up to 2 Special Increases) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
b) Assoc Prof, Lib III (up to 5 Special Increases) \_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.
c) For Prof. or Lib IV see A.4.

Recommended Salary: = \$ \_\_\_\_\_.

**4. 18.2.6.11 –For Professor or Librarian IV - Recommendation of the Search Committee for a starting salary at the CDI ceiling plus more than 3 Special Increases**

Rank: \_\_\_\_\_ Salary at floor of rank: = \$ \_\_\_\_\_.

i) Six (6) CDIs \_\_\_\_\_ CDIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

ii) Recognition of prior *meritorious* academic experience

a) Professor (4 to 17 Special Increases) \_\_\_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

b) Librarian IV (4 to 13 Special Increases) \_\_\_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

Recommended Salary: = \$ \_\_\_\_\_.

**5. 18.2.6.12 – Recommendation of the Search Committee for a higher starting salary in rare and exceptional circumstances for all ranks**

Rank: \_\_\_\_\_ Salary at floor of rank: = \$ \_\_\_\_\_.

i) Number of CDIs above the floor of the appropriate rank \_\_\_\_\_ CDIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.  
(Up to the ceiling of Professor or Librarian IV)

ii) Special increases – *only if all available CDIs are used*

a) Asst Prof, Lib I/II (up to 6 Special Increases) \_\_\_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

b) Assoc Prof, Lib III (up to 10 Special Increases) \_\_\_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

c) Professor, Lib IV (up to 28 Special Increases) \_\_\_\_\_ SIs X \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

Recommended Salary: = \$ \_\_\_\_\_.

Signature of Search Committee Chair:	Date:
Signature of the Dean (required for sections A3 to A5 above):	Date:
Signature of President's Review Committee Chair (required for sections A3 to A5 above):	Date of Meeting:
<input type="checkbox"/> Alternative Salary Recommendation = \$ _____.	

**B. JUSTIFICATION FOR SALARY RECOMMENDATIONS (Article 18.2.6) To the extent possible, answer the following questions. Responses should be in the context of the unit's needs and standards for renewal of probation, tenure, promotion and salary review. Guidelines for Starting Salary Recommendations can be found online at <http://www.usask.ca/vpacademic/pdf/guidelines-form-b.pdf>.**

1. What evidence is found by an examination of the materials referred to in Article 13.5.1.5 to support a salary recommendation above the floor?

**(a) Academic Credentials and Experience**

- What is the relevance of the candidate's academic credentials to the salary recommendation?
- How does the candidate's prior academic or related experience support the salary recommendation?

**(b) Research, Scholarly and Artistic Work and/or Practice of Professional Skills**

- What is the significance of the candidate's research, scholarly and artistic work and/or practice of professional skills?
- How does the research, scholarly and artistic work and/or practice of professional skills performed by the candidate support the salary recommendation?

**(c) Teaching Experience**

- What is the significance of the candidate's teaching experience?
- How does the teaching experience support the salary recommendation?

**(d) Letters of recommendation**

- What information in the letters of recommendation supports a salary recommendation above the floor of the rank?

**2. Salary Comparisons**

- How does the salary recommendation compare with salaries of current unit members with similar credentials and experience?

**3. Competitive salary conditions**

- What competitive conditions exist so that it is not possible to hire the candidate at the floor of the rank?
- Provide an assessment of economic and other circumstances that supports a salary recommendation above the floor of the rank.
- What conditions exist to illustrate a competitive salary environment for candidates in this academic unit/discipline?
- What comparisons can be shown to support the need for the recommended salary? If competitive salary conditions form the primary reason for the salary recommendation, then a comparison of the experience/productivity of the candidate being recruited should be made with other individuals for whom salary data is provided.
- What is the relevance of the comparators used to support the salary recommendation?

**4. Other factors**

- What other conditions exist so that it is not possible to hire the candidate at the floor of the rank?
- What comparisons, or other information, can be provided to support the need for the recommended salary in the context of these other conditions?
- What is the relevance of the comparators used to support the salary recommendation?

**5. When special increases are awarded at the time of hire credible evidence and reasons must be provided to support the recommendation of the award of merit.**

- What meritorious achievement at other academic institutions does the candidate have to support a recommendation for special increases?
- What makes that achievement meritorious in the U of S context?
- How do the candidate's meritorious achievements justify the award of a special increase as compared to college faculty who have been awarded special increases?

Signature of Chair of Search Committee:

Date: