

UOIT COMPENSATION SYSTEMS AND STRATEGIES

1. Prior to the approval of any positions:
 - The HR Compensation Specialist provides the Office of the Provost with an annual internal Faculty Salary Review according to rank, area of discipline and years of post-PhD experience. The Provost's Office and the Dean will use this analysis to determine budget salary range for positions requested (and allocated) for the upcoming academic year.
2. During the candidate interviews:
 - The Dean will probe salary expectations and will answer any questions from the individual candidate concerning the salary range for the position. The purpose of this discussion is to allow the Dean to gather information from the candidate and to help establish reasonable expectations for the candidate.
3. Upon the selection of the finalist candidate
 - The Dean consults with the HR Advisor to review potential negotiation terms and obtain salary range recommendations for finalist candidate/s.
 - The Dean will contact the candidate to discuss and negotiate the terms of the offer including salary expectations.

Compensation outside of Recommended Maximum:

- Approval from the Provost to appoint assumes the negotiated terms and conditions are consistent with those specified in the original request submission and allocation as outlined above under 'Prior to the approval of any positions'.
- A rationale for any starting salary that is outside of the maximum recommendation must be included in the *appointment file* and the Provost, in consultation with the VP Human Resources and the Dean, will review the rationale, external market and internal equity salary issues prior to making a decision.

Roles and Responsibilities:

- **Provost and VP Academic** is responsible for supporting and maintaining fair and equitable compensation within the university compensation system. Accordingly the Provost approves all compensation for faculty members.
- **VP Human Resources and Services** is responsible for the university compensation system and ensuring that the terms and spirit of the faculty collective agreement are maintained. Accordingly the VP HR and Services provides expertise and counsel to the Provost and President regarding compensation.

- **Dean** is responsible for negotiating a fair offer to the successful candidate which supports equitable compensation within their faculty. The Dean shares responsibility to support and maintain fair and equitable compensation within the university compensation system.
- **Human Resources** is responsible for translating compensation philosophy into design and maintaining the components of the faculty compensation system. They share their expertise and provide advice, counsel and information. Human Resources will also maintain a stewardship role in:
 - Assessing the market competitiveness
 - Providing internal equity reviews
 - Maintaining fair and equitable compensation within the university