

CUPE Local 3904 Unit 1 Salary Guidelines

Annual Base Salary Minima and Maxima

The base salary minima and base salary maxima are as follows:

	August 16, 2024 to August 15, 2025	August 16, 2025 to August 15, 2026	August 16, 2026 to August 15, 2027
ATB	6.00%	2.50%	2.50%
Annual Base Salary Min	\$75,806.37	\$77,701.53	\$79,644.07
Annual Base Salary Max	\$96,947.83	\$99,371.53	\$101,855.82

Across-the-Board adjustments

- **Year 1** - on August 16, 2024 each instructor who continued to be an active instructor* will receive an Across-the Board increase of 6.00%
- **Year 2** - on August 16, 2025 each instructor who continues to be an active instructor* will receive an Across-the Board increase of 2.50%
- **Year 3** - on August 16, 2026 each instructor who continues to be an active instructor* will receive an Across-the Board increase of 2.50%

* "active instructor" means an instructor who has maintained their seniority in the School/ Department, it does not require the instructor to hold an appointment on August 16.

Determining Appointment Salary:

Type of Appointment	Salary Formula
Full half sessional (15 semester hours)	Annual Base Salary rate (includes ATB) plus Service Adjustment, if applicable (subject to the maximum of the salary scale) divided by 2
Reduced Workload/ Part-time appointments	Annual Base Salary rate (includes ATB), plus Service Adjustment, if applicable (subject to the maximum of the salary scale), <i>multiplied by the # of semester hours</i> <i>divided by 30.00</i>

Starting Salary Flexibility:

The Dean has the right to hire new instructors with a starting salary **up to the value of five Service Adjustments (up to \$12,750)** above the minimum of the Salary scale. Should the Dean request to hire new contract lecturers beyond the value of five Service Adjustments, they must obtain the approval of the Vice-Provost, Faculty Affairs. Thereafter, the Dean will provide the union with the rationale for the salary deviation.

Service Adjustments:

- The service adjustment (SA) is a flat amount added to the Annual Base Salary.
- Effective August 16, 2025, the Service Adjustment is \$2,550 for eligible contract lecturers.
- Contract lecturers will be eligible to receive a service adjustment for each two semesters of sessional appointment (9 or more semester hours taught in Fall and Winter) and/or for each three semesters of part-time appointments (less than 9 semester hours taught in each term). **A reminder that the Spring/Summer semester is excluded with respect to eligibility for a service adjustment. As such, only the Fall and/or Winter semesters are included.**
- For clarity, contract lecturers earn $\frac{1}{3}$ unit of experience credit (seniority) per semester of part-time hourly appointment and $\frac{1}{2}$ unit of experience credit (seniority) per semester of full or reduced workload sessional appointment.
- The service adjustment is applied to the annual base salary in the semester *following* having accumulated one seniority credit.
- If they qualify for a service adjustment but are at the top of the salary scale, the lump sum is to be prorated based on contract hours and **paid over the next two semesters of appointment**. In each semester, the contract hours of that semester should be used to determine the portion of the SA.

Semester when SA is due: $(\$2,550 \times \text{semester hrs}/30)$

Semester directly after SA is due: $(\$2,550 \times \text{semester hrs}/30)$

- For example, a contract lecturer at the salary maximum is due a service adjustment in Fall 2025 and has a full sessional (15 semester hour) appointment that term. They will receive the service adjustment as a one-time payment of \$1,275 $(\$2,550 \times 15 \text{ sem hours}/30)$. In the Winter 2026 semester they receive the second half of the service adjustment payment. If they have a 9 semester hour appointment in the Winter term they receive a one-time payment of \$675 $(\$2,550 \times 9 \text{ sem hours}/30)$.

Overload Payments:

- Maximum of two overload courses (or equivalent) per semester.
- \$7,000 per half course (3 hours) or prorated according to the number of hours in the course (\$2,333 per semester hour).

Replacement Contract Lecturer's Compensation:

	Formula
Compensation for the Total Appointment period (i.e. for the term/semester)	For full half-session (15 semester hour) appointment – Annual Base Salary multiplied by 2
	For reduced workload and part-time appointments (< 15 semester hours) - Annual Base Salary times # of semester hours divided by 30
And then	
Value of one week	Compensation for the Total Appointment Period divided by 18
And then	
Replacement Instructor's Compensation	Value of One Week multiplied by the number of weeks remaining in the contract weeks to a maximum of 18 weeks.

Salary for Non-Teaching Academic Tasks:

- Creation of a new course - \$6,000, one-time lump sum payment
- Major revision/change (i.e. more than 50% of the course changes) - \$3,000, one-time lump sum payment
- Minor revision/change - \$500 to \$2,000, one-time lump sum payment
- Where a contract lecturer assumes non-required academic tasks (e.g. external liaison on behalf of the University, course coordination of multiple section course, supervision, etc.) the task will be defined in terms of the number of semester hour equivalents of time it requires and they will be compensated through extra payment for those semester hours.

Payment for Duties beyond the Terminal Date of Appointment:

- \$100 per hour to Contract Lecturers who are required to participate in and/or complete activities beyond the terminal date of their appointment.
- Two hour minimum payment is required.

June 26, 2025