

Performance Review Reporting and Merit Assessment in 2021

By Leslie Jermyn
Executive Director, QUFA

Normal Article 28 Requirements

As you know, most QUFA Members (tenured, continuing appointments, and special appointments after two renewals) submit performance reports biennially (every two years), while newer Members (tenure track, continuing track, non-renewable, and special appointments renewed fewer than two times) submit performance reports annually. All reports capture work done in a calendar year. Please see Article 28.2.2 of the Queen's-QUFA Collective Agreement (CA)¹ for a list of items the report captures.

Normally, Members who report biennially would submit reports for 2019 and 2020 on 1 February 2021. Members who report annually would have reported on 2020 on 1 February 2021, having already reported on 2019 last January or February. In the normal course, Heads and Deans would complete merit assessments for all Members for 2019 and 2020 in early 2021. This assessment would form the basis for merit-based salary adjustments for two years (2021 and 2022).

New Provisions for 2021

Given the changes and challenges of 2020 under COVID-19 pandemic conditions, Queen's and QUFA have agreed to alter the reporting and merit assessment schedule so that the assessment of 2020 for the

Reporting Group	Reporting Cycle	Reporting Year		
		2019	2020	2021
Adjuncts / Pre-Tenure / Pre-Continuing	Annual	Report due 1 Feb. 2020	Report due 1 Feb. 2021	Report due 1 Feb. 2022
Tenured / Continuing	Biennial	Report due 1 Feb. 2021	Report due 1 Feb. 2022	
Unit Heads	Annual	Report in 2020	Report in 2021	Report in 2022

purposes of merit will not take place until winter 2022.

Please read the following information carefully because the provisions apply differently depending on whether Members are assessed biennially or annually:

1. Members who report annually will still report on 2020 as they normally would have. This will be an opportunity for assessors to talk to them about their work, especially for those Members who will face a renewal or tenure process in the future. No merit assessment will be performed on this report until 2022.
2. Members who report biennially will report on 2019 performance only in February 2021.
3. Merit will be assessed for everyone for 2019 only. This will be a merit assessment for one year, and the merit scores assigned will be applied to Members' salaries in 2021.

4. Members who report biennially will report on 2020 and 2021 in 2022.
5. Members who report annually will report on 2021 in 2022 as usual.
6. Merit will return to a biennial assessment cycle in 2022 when both 2020 and 2021 will be assessed in the usual way for all Members.

Please see the table above for a summary of this information.

In other words, there will be a one-year merit assessment of Members' performance in 2019 to determine salary adjustments in 2021. Members who report their performance annually will continue to do so. Members who report biennially will hold off reporting on 2020 until 2022, when it will be paired with 2021 for a biennial performance report and merit assessment in 2022, which will determine salary adjustments for 2022 and 2023.

Administrative Merit for Department Heads

There are no changes to the process outlined in Article 41.7.3 that specifies that Heads are evaluated annually on the basis of the performance of their delegated administrative responsibilities and other workload duties for the purposes of granting administrative merit.

New Provisions for Biennial Merit Salary Adjustments

In negotiating a new CA for 2019-2022, the parties agreed that, for biennial merit assessment and salary adjustment cycles, Members will receive two scores, one for each year assessed in the usual manner. For the purposes of salary adjustment, however, these scores will be averaged to determine the number of

merit points that will be applied to each year of salary adjustment.

As an example, if you receive a 10 for one year and a 12 for the other, these will be averaged, and 11 merit points will be applied to each year of salary adjustment. This language can be found in Article 42.2.2.6.

Note

¹The 2019-2022 CA can be accessed here:
<https://www.queensu.ca/facultyrelations/sites/webpublish.queensu.ca/files/files/QUFA%20CA%202019-22%20revised%20Sept%2024%202020.pdf>

Leslie Jermyn can be reached at jermynl@queensu.ca.

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