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## Standard Information Package for Candidates

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Congratulations on being short-listed for an academic position at UPEI! The UPEI Faculty Association (UPEIFA) would like to provide some information to assist you in your negotiations with the Employer, should you be offered a position.

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If you are given an offer of employment, there is some scope for negotiation as is the practice at other universities. This scope may be influenced by several factors including budgetary constraints, but the information below is meant to guide you through this negotiation process, or give you questions to ask at your interview. **We encourage you to negotiate the terms of your appointment contract!** Be sure to avoid any contract conditions which might put restrictions on your eligibility for tenure/permanency, promotion, or academic freedom.

- What is my **salary**? The compensation structure is set out in the UPEIFA BU #1 Collective Agreement <http://www.upeifa.org/home/?q=collectiveAgreements>. The schedule of salaries begins on page 141. The salary floors establish only a minimum; negotiated starting salaries are usually above the floor for the rank. Market differentials can be negotiated in some disciplines to reflect professional experience and market demand (see section D-4). It is important to know the salary range for someone with your level of experience in your field. Don't forget that you will be eligible for a salary increment on July 1 of each year, unless you are at the top of your scale.
- Your salary will depend on your **rank and step**. Don't assume that your initial appointment must begin at the Assistant rank or at the floor of any rank.
  - If you did a postdoctoral fellowship and/or you have been working at another university, make sure the University credits the time so spent towards your rank and step.
  - If the position is a tenure/permanent-stream one, ask whether those years at other universities will be counted toward early tenure/permanency, promotion, sabbatical leave, earned pension transfer, or a combination of these. If you had tenure/permanency at your former university, ask that your UPEI appointment have that status. You should be very clear as to your position on the tenure/permanency clock.
- **Assignments/teaching loads:** While teaching loads are covered under the Collective Agreement, additional reductions in teaching or service load may be negotiable. Since research and publication are looked upon favourably for tenure, it can be helpful to negotiate course release(s) in your early years to give you time to develop a research program. Also, it can be useful to negotiate some stability in the courses you will be required to teach. A course can be developed more fully if you have more than one opportunity to teach it, and the time thus saved can help balance teaching and research. Ask about the student enrolment/TA ratio to ensure that you will have instructional support in large classes.
- **Expectations:** Be as clear as possible regarding expectations for tenure/permanency and reappointment (whichever is applicable). Ask to be provided with the expectations for your duties and responsibilities as outlined in Articles A8/A9 of the UPEIFA BU #1 Collective Agreement. Articles E2/E7 outline the areas which are considered by the Departmental/Librarian Review Committee and the University Review Committee when deciding on tenure/permanency and promotion. Establish expectations for your level of committee and other service activity.

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- **Research-related requests:** New tenure-stream faculty members will receive a \$2,500 start-up research grant, to be used at their discretion to purchase items such as an additional computer or software packages. In some fields, additional start-up research funds, lab/studio space, and perhaps agreement to sponsor research grant applications are extremely important, so ask for any or all that apply to you. Remember that in a few years you may require updates to software and computer equipment, especially if your courses, research, or other work are dependent on the latest technology. These are all important questions to ask at the negotiation stage.
- **Term Appointments** are just that -- appointments with specific end dates, with no promise of renewal. If you accept this type of appointment in the hope that a tenure-track/permanent position may come open in the near future, it is important to understand that the hiring procedures for this tenure-track/permanent position as outlined in Articles B2.4/B5.10 would be followed. Note, as well, that if you are looking for a future tenure-track opportunity, a research program and publications are essential.
- Enquire about the provision for office and research or studio space, furniture, a computer, a telephone, etc. If you are awarded a probationary or tenured/permanent appointment, you are eligible for a professional development and travel reimbursement allowance of \$1,700 (as of July 1, 2016) annually. Term employees of eight months or more will receive a pro-rated PDTR.
- There are **relocation allowances** for moving to UPEI (see Article D8), equivalent to one-way airfares for you and family members, along with one month's salary. An additional \$1,000 is available if you are moving from outside Canada. Make sure that you keep ALL moving receipts – e.g., for packing, storing, and hauling goods; temporary accommodation; and costs associated with selling and buying houses (fees and mortgage penalties). If you have moved from within Canada, these expenses are likely tax deductible. See <http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns206-236/219/menu-eng.html>. Note that relocation allowances are not considered taxable income if included in your written contract.
- Even though **benefits** cannot be negotiated, you may be entitled to them (in accordance with the eligibility requirements in Article D5 of the Collective Agreement).
- To ensure you receive what you expect, and to prevent misunderstandings between you and the Employer, have all the important features of any promised agreement **in writing** in your employment contract.

If you accept a position, you become a member of the UPEIFA. The UPEIFA is a certified labour union and the sole and exclusive bargaining agent for academic staff members at UPEI. We invite you to participate fully in our activities – by attending meetings and social events and, hopefully, volunteering to serve on committees. Any service you provide to the Association counts toward “Contribution to University Governance,” just as with any other university committee service.

What you negotiate in the areas of salary and credited years of service (for leaves and rank) have long-term consequences for your career, income, and pension. Contact the Faculty Association Office for advice (Room 415, Duffy Science Center, UPEI; Phone: (902) 566-0438; Email: [upeifa@upeifa.org](mailto:upeifa@upeifa.org)).

CAUT's Negotiating Starting Salaries brochure is another helpful resource; you can find it on the UPEIFA's website at <http://www.upeifa.org/> [under Resources>Information for Candidates]. The Collective Agreement can also be found on the UPEIFA website, and we encourage you to read it.

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