

## Career Progress & Merit (CP/M) for the calendar year 2020

As one component of the University's strategy to support our community during the COVID19 pandemic, we are implementing a modification to the calculation of CP/M to be applied to the 2020 calendar year. We acknowledge that the impacts of this crisis may be felt further into the future, and we undertake to monitor the situation and perhaps make future modifications, but this statement applies to CP/M for the calendar year 2020 only.

1. The Record of Activities Form will be modified to encourage faculty members to provide as much detail as they wish about their activities during this calendar year, which may include course modifications, new instructional modalities, changed research priorities, limited access to research materials, and reorganization of service obligations due to the COVID19 pandemic. These instructions will be added to the current sections 1.5 (Noteworthy Contributions to Teaching Practice), 2.5 (Noteworthy Contributions to Research), and 3.4 (Noteworthy Service-related Activities).
2. The evaluation of faculty members will go forward as normal, following the [CP/M policy](#), up to step 8 under 'Procedures' in that document.
3. After the CP/M par units have been decided under the normal procedure, the Department Chair<sup>1</sup> will compare the 2020 awards to the average of the faculty members' last three years. That average will be rounded to the nearest multiple of 0.25 (e.g. both 1.17 and 1.30 will become 1.25 par units). If the rounded average is higher than the faculty member's score for 2020, the average will be awarded instead of the 2020 score.

For recently-hired faculty members who have CP/M evaluations only for 2018 and 2019, those scores will be averaged and used as the comparison. For faculty members who have a CP/M evaluation only for 2019, that value will be used as the comparison. The same methodology will then apply to determine if the faculty member's score will change from the initial 2020 evaluation.

Faculty members for whom this is their first CP/M evaluation at McMaster and who receive less than 1 par unit in 2020 will have their files evaluated by the Dean of their Faculty and the Dean of Graduate Studies, with the expectation that all new faculty members will receive a score of 1 par unit except in exceptional circumstances.

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<sup>1</sup> Department Chair also means Area Chair, Assistant Dean in Health Sciences, Director of a School, or equivalent.

The above method will be applied even if faculty members have already had a three-year average applied to their CP/M score in the last three years (because of pregnancy/parental leave or sabbatical, for example).

4. When this adjustment process is complete, step 9 of the CP/M procedures will be taken (“The President informs each faculty member of her/his final CP/M award.”)

The par units needed to support the adjustments described above are in addition to the 120 par units per 100 faculty members that are listed in the Joint Administration/Faculty Association Committee Remuneration Agreement signed on March 13, 2019.

***Approved by the Joint Committee  
July 21<sup>st</sup>, 2020***