



The Joint Administration/Faculty Association
Committee to consider University Financial Matters
and to discuss and negotiate matters related to
Terms and Conditions of Employment of Faculty

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Career Progress & Merit (CP/M) for the calendar year 2021

As one component of the University's strategy to support our community during the COVID19 pandemic, we are continuing to implement a modification to the calculation of CP/M that will be applied to the 2021 calendar year. As was the case in 2020, our main intent is to protect those colleagues whose CPM score is likely to fall below their recent average for reasons related to COVID's impact on their research agenda, teaching or service. 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 2021 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 will compare the 2021 CP/M score to the average of the faculty members' final CP/M awards over the last three years. If a faculty member was awarded the 3-year average in 2020, that number will be used in the calculation of the new 2021 3-year average. If a faculty member was awarded their CP/M score through the normal procedure, that number will be used in the calculation of the new 2021 3-year average.

The 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 2021, except in exceptional circumstances, the average will be awarded instead of the 2021 score.

In exceptional circumstances where it is obvious that the lower score is due to factors unrelated to the COVID19 pandemic, the Chair may wish to award the 2021 score instead of the average score. In such cases, the Chair must offer to meet with the faculty member to discuss their Activity Report. If the Chair still wishes to proceed with the 2021 score, they must justify this decision in writing to the Dean. The Dean will make the final decision. In the case where the Dean awards the lower 2021 score, the faculty member must be provided with the Chair's written justification.

For recently hired faculty members who have CP/M evaluations only for 2019 and 2020, those final CP/M awards will be averaged and used as the comparison. For faculty members who have a CP/M evaluation only for 2020, 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 2021 evaluation.

Faculty members for whom this is their first CP/M evaluation at McMaster and who receive less than 1 par unit in 2021 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.

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 December 22, 2021.