

**POLICIES AND PRACTICES**  
**For**  
**Salary Administration for Academic Employees Hired on Term Contracts**

**Purpose:** To ensure consistent hiring practices and salary administration for all BUFA employees hired on term, probationary or tenured appointments.

**Policy:**

1. Rank for all employees shall be based on the qualifications by rank per Article 8 of the Collective Agreement with BUFA.
2. Placement on the salary scale within rank for employees will normally consider experience, attainment and service in rank (both within the University and outside of the University). Financial resources of the University will also be taken into consideration.
3. Salary changes, based on the provisions of the collective agreement, shall apply equally to term and continuing employees of record at the time of the change.
4. Employees serving sequential appointments (whether term or term converted to probationary or tenured), having been selected for a subsequent appointment without a recruitment taking place, shall have their salary continue as if they were on regular appointments. This means the rank and salary will not be re-evaluated for the subsequent term.
5. Employees serving sequential appointments, having been selected for the subsequent appointment through a recruitment, shall be considered “new hires” and be evaluated according to 1 and 2 above for the position. Salaries resulting may be higher or lower than previous salaries.

Approved by the President’s Advisory Group  
September 2, 1998