Salary Letter — all faculty – as of July 1, 2024 Merit (PTR and 5%)

[Please remember to include written feedback from the current assessment process for faculty and librarians if this is normally included in the salary letter, or provide this as a separate communication, including the basis for evaluation in each of the components of the appointment (e.g., the criteria for evaluation; points or scale where used) in line with [PDAD&C #53](https://memos.provost.utoronto.ca/changes-to-the-academic-administrative-procedures-manual-regarding-ptr-guidelines-for-faculty-pdadc-53/?utm_source=mailpoet&utm_medium=email&utm_campaign=PWD031221). *Please see the* [*AAPM*](https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/academic-salary-administration/#comms) *for more information*]

**Personal & Confidential**

[date]

[name]

Dear [ ]:

I am writing to you concerning your salary increase effective July 1, 2024. The University and the University of Toronto Faculty Association (UTFA) have reached an agreement on payment of July 1, 2024 Merit (PTR and 5%).

Please note that the University and UTFA have not yet reached agreement on any additional across-the-board (ATB) salary increases for July 1, 2023 or on any ATB for July 1, 2024. Any agreement and award of July 1, 2023 ATB will result in an additional payment of PTR retroactive to July 1, 2024, calculated as the difference owing following an increase to the breakpoints and increments.

The following sets out your total salary increases and your new base salary, effective July 1, 2024. This will be reflected in the July 2024 monthly pay run. These amounts will be updated following an agreement or award regarding each of July 1, 2023 ATB and July 1, 2024 ATB.

July 1, 2024 Base Salary Calculation

|  |  |
| --- | --- |
| June 30, 2024 base salary | $ |
| July 1, 2024 PTR merit award | $ |
| July 1, 2024 5% Merit award - Excellence/Small Group award, ***[delete this row if not applicable]*** | $ |
| New salary effective July 1, 2024 | $ |