UBC FACULTY OF MEDICINE

Dean's Office
Faculty Affairs

Candidate's name: _____

Department _____

Date _____

Reference:
- ☐ UBC Faculty Relations, "Re-Appointment, Tenure & Promotion"
- ☐ Criteria: "Agreement on Conditions of Appointment for Faculty"

Documents to be submitted via Workday:

1. **Memorandum of meeting with Head and faculty member:**
   - Date of the meeting.. ❑
   - Documents required and deadline for submission .... ❑

2. **Curriculum Vitae:** .... ❑
   - initialed by candidate .... ❑
   - dated appropriately.. ❑
   - presented in required FoM Format... ❑
   - grant list to include dates, amounts, co-investigators & which principal .... ❑
   - investigator (grant list may not be extensive due to rank) .... ❑
   - work appearing in refereed publications should be identified with an 'R' or be listed under the heading "**Refereed Publications**"; work which the candidate considers of primary importance should be marked with an **asterisk (*)**... ❑

3. **Immigration Documents (if applicable):** .... ❑
   - only required if current work permit expires .... ❑

Documents to be submitted via OneDrive:

1. **Letter of recommendation from Dept Head/School Director includes the following:**
   - Date of the Standing Committee Meeting... ❑
   - Recommendation from Standing Committee (must include the vote from min. of 3 members. ❑
   - Recommendation from Dept Head/School Director .... ❑
   - Report of the Standing Committee regarding the following: .... ❑
     - o candidate's teaching, research and service activities
     - o include any relevant comments regarding position
   - report has been circulated to Standing Committee members for comments (as required by Section 5.07(b) of the Agreement on Conditions of Appointment for Faculty).❑
2. **Letters of Reference (if applicable):** .... ❑
   - only required if the Standing Committee recommends that letters of reference be obtained - see article 5.05(a)(iii) .... ❑

Questions? Please contact Faculty HR Team.