Dean's Office Faculty Affairs

UBC FACULTY OF MEDICINE

Appointment Checklist - Adjunct Professor

To process a new Adjunct Professor appointment through the Dean's Office & Faculty Relations.

Candidate's Name: _____

Department _____

Date _____

Reference:
- ☐ Policy AP4
- ☐ UBC Faculty of Medicine Faculty Appointment Matrix

General Information:

Adjunct faculty appointments may be granted to professionals who have some special skill of value to the University and are primarily engaged in the practice outside UBC or any other academic institution.

Unpaid Adjunct Professors may be appointed up to ten years at a time. Adjunct Professors who are paid an honorarium or salary for their teaching contributions can only be appointed for one year at a time.

Adjunct Professors receive Statutory Benefits only, i.e., Employment Insurance, Canada Pension Plan and Worker's Compensation and all statutory leaves.

Please have the following before initiating HR Business Processes in Workday:

1. Have a position available within the appropriate Supervisory Organization
- Position Availability Date and Earliest Hire Date .... ☐
- Job Details (Job Profile, Worker Type, Worker Sub-Type) .... ☐
- Salary details (if applicable) .... ☐

2. Collect adjunct professor's personal information:
- Contact Information (email is required)... ☐
- Date of Birth... ☐
- Social Insurance Number .... ☐

3. Signed Offer Letter:
- Confirm the terms of the appointment, including:
  - o the start and end date of the appointment .... ☐
  - o salary details (if applicable)... ☐
  - o duties.. ☐
  - o Signed by: Dept Head/School Director, and candidate .... ☐

4. Curriculum Vitae
- Dated appropriately .... ☐

5. Immigration Documents (if applicable):
- Only required if non-Canadian or non-Permanent Resident .... ☐

6. Define Costing Allocations (if applicable):
- Know the worktag name/number (i.e. Cost Center, Program, Grant, Project) of where the payroll costs will be allocated/charged .... ☐
- Cost Allocation shows by percent only; Recommended that the initiator add supporting documentation or comments advising the financial approver (Budget Manager) of the dollar amount that is being allocated/charged to their Worktag.

Questions? Please contact Faculty HR Team.

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