



Checklist:

Clinical Faculty Appointment – All Programs

Candidate: _____

Department: _____

Date: _____

References:

[MedNet: Clinical Faculty Appointments](#)

[Policy on Clinical Faculty Appointments](#)

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)

2. Collect clinical faculty's personal information

- Contact Information (email is required)
- Date of Birth
- Social Insurance Number (no need to upload documents in Workday)

3. Curriculum Vitae

- Required for all ranks except Clinical Instructor.
- Dated appropriately (ie, is fairly recent).
- UBC format preferred, but not required.

4. [Application for Clinical Faculty Appointment](#)

- Please check that all necessary sections are completed.
- Parts I to V: required for Clinical Instructor rank only.
- For appointments at the rank of Clinical Assistant Professor and above, please provide a rationale separately.
- Terms and Conditions:
 - Signed by candidate, to declare acceptance of terms and conditions.
 - Signed by Dept Head/School Director, to confirm appointment recommendation.
- Departmental Appointments Committee Recommendation: Required for ranks above Clinical Instructor. This must include: date of meeting, proposed rank, appointment start/end dates, and voting details.

5. [Clinical Faculty Payment Instructions](#)

- This form is only required for Clinical Faculty members teaching in the MD Programs. If making a payment to an individual who does not have a UBC appointment, do not use this form. Instead, complete the [UBC Payment Instructions & Declaration for Services](#).

6. License

- Please attach evidence that the candidate is licensed and in good standing with their respective governing body.

Questions? Please contact Faculty HR Team.



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Clinical Faculty Appointment – All Programs

- For clinicians licensed and practicing in another province: If learners are sent to other provinces or territories for clinical placements, the supervisors of the placements may present evidence that they are licensed and in good standing with their respective provincial or territorial governing body.
- For those applicants without a full license, please ensure that the Head/Director is made aware of any practice limitations and conditions before approving and assigning teaching (refer to [HPA Bylaws document](#)). It is at the discretion of the Head/Director to notify the Departmental/School Committee of an applicant's class of registration when a Clinical faculty appointment is being considered.
- We are gathering information on applicants who are coming under Category 2 of the [Clinical Policy](#). If the applicant is not providing clinical teaching in a clinical setting, please identify where the person is working and in what capacity. If you have questions, please contact Faculty HR Team.

7. Welcome Letter – Select the appropriate letter

[Welcome Letter MD](#)

[Welcome Letter Health Professions excluding MDs](#)

- Using June 30 as the end date enables reappointments to be administered through the annual honorary reappointment batch process, as long as the reappointment period is for one year minimum, and there aren't any work permit issues.
- Must be signed by Dept Head/School Director, and addressed to candidate.
- Copy the respective Regional Associate Dean if a candidate belongs to any distributed sites.

8. Work Permit (if applicable)

- New appointments for foreign candidates:
 - Copy of a valid work permit is required.
 - The legal right to perform services for UBC must be indicated in either the: Employer field (ie. UBC, Open, Any, or left blank); or Remarks field.

NOTE: For part-time UBC employee work (part-time administration or research etc.), please initiate **Add Job Business Process to appoint them to an additional, concurrent **Clinical Administrator** role with a part-time FTE. The base clinical faculty appointment should now be honorary (no pay) and must be established for the duration of the **Clinical Administrator** role.**