



FACULTY OF MEDICINE

Dean's Office Faculty Affairs

Checklist:

Clinical Faculty Appointment – Streamlined Process

*Please use for when the Teaching Need is immediate.

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, Location, Worker Type) – New appointments under the streamlined process will be at the rank of **Clinical Instructor**

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. [Application for Clinical Faculty Appointment](#)

- Please check that all necessary sections are completed.
- Terms and Conditions:
 - Recommended Clinical Appointment Rank: Clinical Instructor
 - Select **Streamlined Application**
 - Appointment Start Date/End Date (For the streamlined process, appointments should be **one (1) year in length**)
 - Signed by candidate, to declare acceptance of terms and conditions.
 - Signed by Dept Head/School Director, to confirm appointment recommendation.

4. [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](#).

5. License

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

6. Work Permit (if applicable)

- Attach a copy of the work permit which lists UBC as the employer or open.

Questions? Please contact Faculty HR Team.