



Dean's Office Faculty Affairs

Appointment Checklist - Partner Faculty Appointments

To process a new partner appointment under the Faculty of Medicine Policy on Partner Appointments.

Candidate's Name: _____
 Department _____
 Date _____

Reference:

- UBC Policy AP3 (formerly Policy #25): [Board of Governor Appointments](#)
- UBC Policy AP 4 (formerly Policy #42): [Faculty Term Appointments Without Review](#)
- [UBC FOM Policy on Partner Appointments](#)

1. UBC Faculty Appointment Form:

- Employee ID – please utilize the Early ID Assignment program on HRMS
- Employee contact information, including:
 - Email address
 - Mailing address
- Appointment Details (start and end dates).....
- Signature of Head / Director

2. Letter of recommendation from Dept Head/School Director to the Dean that includes:

- Recommendation of Departmental / School Standing Committee (consisting of a minimum of 3 eligible members + chair):
 - the vote of the Committee
 - the date of the meeting
- A recommendation after the vote, from the Dept. Head / School Director justifying the appointment with specific comments regarding the following:
 - The candidate's teaching, scholarly activity, and academic service activities / responsibilities .
 - Any other relevant comments regarding the position
- A note that the letter / report has been circulated to the Standing Committee members for comments.....

3. Partner Institution Sponsorship Letter:

- Confirm Academic Sponsorship
- Other Support (academic space, secretarial, start up etc.)

4. Partner Institution Sponsorship Agreement:

- Signed off by Partner Institution and the University



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5. Copy of Signed Offer Letter:

- Accepted and signed by the candidate as the final signatory.....

6. Curriculum Vitae:

- Dated appropriately

7. Reference Letters:

- Assistant Professors: At least three references. Recommended, but not required that referees be external and at arm's length
- Associate or Full Professors: At least 4 arm's length letters, of which two from the recruitment process may be used

8. Immigration Documents (if applicable)

- Copy of valid work permit allowing work at UBC