



# Dean's Office Faculty Affairs

Candidate's name: \_\_\_\_\_  
 Department \_\_\_\_\_  
 Date \_\_\_\_\_

## Checklist

### New Appointment Package Full Time Faculty

Use this form to process a new appointment for Assistant Professor of Teaching, Associate Professor of Teaching, Professor of Teaching, Assistant Professors, Associate Professors and Professors through the Dean's Office & Faculty Relations. This is to activate an appointment only.

#### Reference:

- UBC Faculty Relations, "Re-Appointment, Tenure & Promotion"
- Criteria: ["Agreement on Conditions of Appointment for Faculty"](#)

#### Documents to be submitted via Workday:

1. Curriculum Vitae: ..... ☐
  - initialled by candidate (ie, as an indication that it is accurate)
  - dated appropriately (ie, is fairly recent)
  - UBC format preferred, but not required
2. Proof of Advertising: ..... ☐
  - a copy of the advertisement as it appeared (with proof of posting dates/range) or ad waiver approval (unless previously submitted as part of an LMIA request)
3. Copy of Signed Offer Letter: ..... ☐
  - accepted & signed by the candidate as the final signatory
4. UBC Years-in-Rank Form: ..... ☐
  - Required for ALL new faculty hired
5. For the recruitment of Foreign Academics (i.e., non-Canadians):
  - copy of Temporary Work Permit with "UBC" listed as employer
  - copy of Social Insurance Number, or copy of SIN application receipt
  - Hiring units who have obtained a Labour Market Impact Assessment to support work permit issuance must obtain and pay for private health insurance that covers emergency medical care from the day of arrival in Canada and during the period for which the Temporary Foreign Worker is not covered by their provincial health insurance system. Attach proof of approved coverage and payment, if applicable.

#### Documents to be submitted via Workspace (in one PDF file):

1. A letter of recommendation from Head/ Director to the Dean that includes the following: ..... ☐
    - a rationale for the appointment, including the number of applicants and candidates interviewed
    - the date of your departmental Appointments Committee meeting
    - a recommendation from the Standing Committee and their vote (#) from a minimum of 3 eligible members
    - a recommendation after the vote, from your Dept Head/ School Director about the appointment (ie, supportive or ?)
    - the Department Head's/ School Director's specific comments regarding the following:
      - candidate's Teaching, Research and Service activities/ responsibilities
      - include any relevant comments regarding position
      - justification for the academic salary, making reference to as many of the following as are relevant: (please don't indicate actual salary in the letter of recommendation)
 

• The Faculty of Medicine minimum salary scale	• Market factors
• The starting salary range for that rank for your department/school	• Meritorious activities (actual versus potential)
• Years in rank/equivalent experience	• The negotiation style of the candidate, recognizing that some candidates accept the first offer while others ask for more
• Budget availability	• Any other important factors
    - a note that the letter/ report has been circulated to Standing Committee members for comments (as required by [Article 5.07\(b\) of the Agreement on Conditions of Appointment for Faculty](#))
  2. Reference Letters: ..... ☐
    - Some of these can be letters that the candidate submitted in application of the position as appropriate.
    - Assistant Professor: At least three letters (required). Recommended (not required) that an arm's length letter be included, and that referees be external to UBC.
    - Assistant Professor of Teaching (formerly Instructor): 3 letters required. Not required to be arm's length, but can be. If from within the university, referees must be from outside the candidate's immediate department or unit.
    - Those to be reviewed by SAC (i.e. Associate or Full Professors, Associate Professor of Teaching, Professor of Teaching): **At least 4 arm's length letters external to UBC and to the individual's previous institution required (see some exceptions to Educational Leadership Stream below\*) of which max 2 from applicant list.**
      - Associate Professor of Teaching (formerly Senior Instructor) \*: Some of the letters can be from within the candidate's previous institution so long as they are arm's length. Letters may also be appropriate from arm's length referee from the university but must be from outside the candidate's immediate department.
      - Professor of Teaching\*: At least two of the candidate's referees should be external to UBC and the remaining be external to their unit.
      - Please also refer to the [9. Letters of Reference section](#) on [Checklist – Full-Time Faculty - FARPT](#)
  3. For the recruitment of Foreign Academics (i.e., non-Canadians) – to be submitted to Faculty Relations with a copy to the FoM: ..... ☐
    - Foreign Academic Data Form
    - Foreign Academic Recruiting Summary
    - + any & all other supporting document required by Faculty Relations
- All forms are available at <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-tools-forms-and-checklists>

**Questions? Please contact Faculty HR Team.**