



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.

Note: For new appointments at the rank Associate Professor, Partner and Professor, Partner, in addition to following the checklist above, please submit a promotion & tenure package by following the [P&T Checklist](#) and submit them via OneDrive.

Candidate's Name: _____
 Department _____
 Date _____

Reference:

- UBC Policy AP3: [Board of Governor Appointments](#)
- UBC Policy AP4: [Faculty Term Appointments Without Review](#)
- [UBC FOM Policy on Partner Appointments](#)

Documents to be submitted via Workday:

1. Have a position available within the appropriate Supervisory Organization

- Position Availability Date and Earliest Hire Date
- Job Details (Job Profile, Time Type, Location, Worker Type)

2. Collect partner appointee's personal information:

- Contact Information (email is required).....
- Date of Birth.....
- Social Insurance Number

3. Copy of Signed Offer Letter:

- Accepted and signed by the candidate as the final signatory

4. Curriculum Vitae:

- Initialed by candidate
- Dated appropriately
- UBC format preferred, but not required.....

5. Immigration Documents (if applicable)

- Copy of valid work permit allowing work at UBC
- Copy of Social Insurance Number or copy of SIN application receipt

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

1. 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 .

Questions? Please contact Faculty HR Team.



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2. Reference Letters:

- Assistant Professors: At least three letters (required). Recommended (not required) that referees be at arm's length, but at least one cannot be from a co-author
- Associate or Full Professors: At least 4 arm's length letters, of which two from the recruitment process may be used

3. Partner Appointment Sponsorship Letter:

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