**Full Agreement**

This letter constitutes the full terms of our employment offer and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, your employment will be governed by UBC procedures and UBC policies[[1]](#footnote-1), noting in particular [choose one: Policy AP 10 on Postdoctoral Fellows[[2]](#footnote-2) or Policy AP4 on Faculty Term Appointments Without Review[[3]](#footnote-3)], Policy SC6 on Scholarly Integrity[[4]](#footnote-4), Policy LR2 on Research[[5]](#footnote-5), Policy SC3 on Conflict of Interest and Conflict of Commitment[[6]](#footnote-6), Policy SC7 on Discrimination[[7]](#footnote-7), Policy SC17 on Sexual Misconduct[[8]](#footnote-8), and Policy SC18 on Retaliation[[9]](#footnote-9). The procedures and policies may be amended from time to time and such amendments are binding upon you.

In this position, you will be responsible for fostering engagement and inclusivity, as well as creating an environment that promotes excellence in all aspects of work and culture. You will also be responsible for aligning with the Faculty’s values of respect, integrity, compassion, collaboration, and equity where civility, diversity, opportunity, inclusion, and cultural safety are paramount and central to all encounters. You will be responsible for ensuring a safe working and learning environment for all members of the UBC Community. In support of this, you are expected to demonstrate leadership in encouraging a respectful and diverse work and learning environment.

By signing this Letter of Offer and in lieu of signing the Professional Standards Document for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the UBC[[10]](#footnote-10), you agree to have read, understood and will abide by the information set out therein.

All paragraphs and covenants contained in this Agreement are severable, and in the event that any of them is held to be invalid, unenforceable or void by a court of a competent jurisdiction, such paragraphs or covenants shall be severed and the remainder of this Agreement shall remain in full force and effect.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than **[date] to (insert name, title)**. Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

My colleagues and I are delighted at the prospect of you joining the Department. We believe that you are an exceptional academic who will bring much to our Department. We, in turn, are confident we have a great deal to offer you in terms of collegiality and intellectual community.

1. [universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/](https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/) [↑](#footnote-ref-1)
2. <https://universitycounsel.ubc.ca/policies/postdoctoral-fellows-policy/> [↑](#footnote-ref-2)
3. <https://universitycounsel.ubc.ca/policies/faculty-term-appointments-policy/> [↑](#footnote-ref-3)
4. <https://universitycounsel.ubc.ca/policies/scholarly-integrity-policy/> [↑](#footnote-ref-4)
5. <https://universitycounsel.ubc.ca/policies/research-policy/> [↑](#footnote-ref-5)
6. <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#footnote-ref-6)
7. <https://universitycounsel.ubc.ca/policies/discrimination-policy/> [↑](#footnote-ref-7)
8. <https://universitycounsel.ubc.ca/policies/sexual-misconduct-policy/> [↑](#footnote-ref-8)
9. <https://universitycounsel.ubc.ca/policies/retaliation-policy/> [↑](#footnote-ref-9)
10. <https://mistreatmenthelp.med.ubc.ca/files/2020/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf> [↑](#footnote-ref-10)