**Dean's Office**

**Template**

**Offer letter for faculty members to be appointed to Administrative ROLES (INTERNAL)**

**Updated May 2024**

Updated November 2011

**Faculty Affairs**

**Page 1: Instructions (to be deleted):**

* **Changes** since the last round of revisions are highlighted in yellow. (All the links have also been updated).
* Please remove **bolded font** as necessary.
* This template is used for faculty members who take on administrative roles in the UBC Faculty of Medicine.
* Once your letter is ready to print, print on the Department’s letterhead
* Some “tips”…

Use the following file naming convention for version control/ tracking:

* Lastname First Initial – 4 Ltr Dept code – Ofr Ltr – Admin Title -Draft # (or Final) – Mon Day YEAR
* Eg., Smith R – SURG – Ofr Ltr – Assoc Dean PGME - Draft 1 – Jan 1 2021

Ensure that formatting (i.e., headings, subheadings, font usage) and abbreviation usage are consistent throughout.

Include appropriate / full titles and credentials for those listed as signatories.

Spell check.

May 3, 2024

**PERSONAL & CONFIDENTIAL**

**Dr./Mr./Ms. [Name of incumbent]**

**[Title]**

**[Division]**

**[Department/School]**

Dear **Dr./Mr./Ms. [name of incumbent]**:

We are pleased to offer you the role of **[Administrative Role Title]**, in the **[Department/School], [Division]** in the Faculty of Medicine (FOM) at the University of British Columbia (UBC).

Your administrative appointment is subject to the approval of the University Board of Governors. You will be an employee of the University in this administrative capacity.

The terms and conditions are as follows:

**APPOINTMENT**

**Administrative Role: [Administrative Role Title], [Department/School]**

1. Your administrative role as **[Administrative Role Title]** will be for a **xxxx (#)** year term commencing **[Start date]** to **[End date]**.
2. The **[Administrative Role Title]** role will require a time commitment of approximately **xxxx (#)** days per week (**0.## FTE**).
3. Your responsibilities and accountabilities for this position are outlined in the attached job description.
4. **[ACTION: insert PHO language if applicable:]** You are in an employment position located within a health-care facility. Therefore, this offer is conditional upon the successful verification of full vaccination against Covid-19 provided prior to your start date, as required by a provincial health mandate. Failure to provide successful verification within this time frame will result in the withdrawal of this conditional employment offer.
5. You will report to the **[Direct Report Administrative Role Title]** in the Faculty of Medicine at UBC.
6. This appointment may be terminated at any time upon provision of three (3) months’ written notice (or pay in lieu of notice) by either party.

**Faculty Appointment: Faculty of Medicine, [Department/School]**

1. **[ACTION: insert if Clinical Faculty]** You will continue to hold your appointment as **[Clinical Appointment Title]** in the UBC **[Department/School]**, as per the FoM Policy on Clinical Faculty Appointments. If this appointment ends for any reason, your administrative role as **[Administrative Role Title]** will end concurrently.

**[ACTION: insert if Academic Faculty]** You will continue to hold your appointment as a **[Full Time Academic Rank]** in the UBC **[Department/School]**. If this appointment ends for any reason, your administrative role as **[Administrative Role Title]** will end concurrently.

1. You will continue to be a member of the Faculty Association, and you will continue to be eligible for any academic salary increases on your professorial salary as negotiated between the University and the Faculty Association[[1]](#endnote-1).
2. All remaining terms and conditions related to your faculty appointment as per your original UBC offer letter and any subsequent addenda remain unchanged.

**COMMITMENTS**

**Remuneration: [Administrative Role Title]**

1. **[ACTION: insert if Clinical Faculty Member with Benefits]** As of **[Start date]** to **[End date],** your annual remuneration for your role as **[Administrative Role Title]** will be $**[insert salary]** per annum, plus pension and benefits for a time commitment equivalent to **0.##** FTE (**# days** per week).
2. Onboarding is done online via UBC’s Workday portal[[2]](#endnote-2), where you will enter personal information and provide tax and direct deposit information. You understand and agree that UBC will pay you by direct deposit per the enclosed form. If you are eligible for benefits you will also receive a task in the Workday portal to enroll for benefits. Information on benefits eligibility is found on the Human Resources website.  
   **OR**

7. **[ACTION: insert if Clinical Faculty Member and No Benefit]** As of **[Start date]** to **[End date]**, your annual remuneration for your role as **[Administrative Role Title]** will be $**[insert salary]** per annum for a time commitment equivalent to **0.##** FTE (**# days** per week). This payment is taxable as salary and does not attract pension and benefits; however, compulsory deductions include Canada Pension Plan (CPP) and Employment Insurance (EI).

8.Onboarding is done online via UBC’s Workday portal[[3]](#endnote-3), where you will enter personal information and provide tax and direct deposit information. You understand and agree that UBC will pay you by direct deposit per the enclosed form. Note that as your appointment does not meet the salary and appointment criteria for benefits, you are eligible only for Workers Compensation Benefits and statutory leaves.

**OR**

7. **[ACTION: insert if Academic Faculty Member]** As of **[Start date]** to **[End date]**, you will be paid an honorarium (does not attract benefits) for your role as **[Administrative Role Title]**, in the amount of $**[insert salary]** per annum for a time commitment equivalent to **0.##** FTE (**# days** per week). This payment is taxable as salary and does not attract pension and benefits; however, compulsory deductions include Canada Pension Plan (CPP) and Employment Insurance (EI).

**OR**

7. **[ACTION: insert if Academic Faculty Member]** As of **[Start date]** to **[End date]**, $**[insert salary]** will be provided to the UBC **[Department/School]** to buy out a portion of your academic time for your role as **[Administrative Role Title]** for a time commitment equivalent to **0.##** FTE (**# days** per week).

1. When you step down as the **[Administrative Role Title]** the remuneration and any other benefits associated with this administrative position will cease.

**[ACTION: insert if applicable] Administrative Support:**

1. Appropriate clerical/secretarial and managerial support will be provided by **[insert as appropriate]**.

**[Insert if applicable:]** Office Space:

1. While appointed**[Administrative Role Title]**, you will occupy an **[Insert specification. E.g. Shared, swing, etc.]** administrative office at **[Location and Name of building].**
2. This space will be allocated for the term of your appointment and may change with appropriate notice.
3. **[In the case of Foreign Worker recruitment insert]**As a foreign academic, it is your responsibility to obtain a temporary work permit prior to your start date of appointment at UBC. If your temporary work permit is not valid prior to your start date, then your start date will be changed to reflect the issuance date of your temporary work permit. As a temporary foreign worker you are entitled to the same employment rights and workplace protections as Canadians and permanent residents. Please visit the Human Resources website for general immigration information. If you have questions about immigration, please contact the **Department Head/School Director’s Administrator** or Housing & Relocation Services.

**FULL AGREEMENT**

1. As an employee of the University of British Columbia, you are required to present to your department original documentation to confirm (1) your identity and (2) your eligibility to be employed in Canada (i.e. a valid social insurance number and, **[ACTION: insert if applicable:** if applicable, supporting documentation from Immigration, Refugees, and Citizenship Canada (IRCC)). It is your responsibility to ensure that you are legally entitled, pursuant to IRCC’s requirements, to work at UBC. If you are not a citizen or permanent resident of Canada, please visit the Faculty Relations’ website[[4]](#endnote-4).**]**
2. This letter constitutes the full terms of the employment offer concerning this administrative appointment and supersedes all other commitments either written or verbal that may have been made to you by UBC in relation to this administrative appointment. Modifications to this Agreement may only be made by written agreement between you and the University or they will be of no effect.
3. Should you accept this offer, your role will be governed by UBC[[5]](#endnote-5) and FOM[[6]](#endnote-6) policies and procedures noting in particular Policy SC3 on Conflict of Interest and Conflict of Commitment[[7]](#endnote-7), Policy SC6 on Scholarly Integrity[[8]](#endnote-8), Policy SC7 on Discrimination[[9]](#endnote-9), Policy SC17 on Sexual Misconduct[[10]](#endnote-10), Policy SC18 on Retaliation[[11]](#endnote-11), Policy LR2 on Research[[12]](#endnote-12), Policy LR11 on Inventions[[13]](#endnote-13). The procedures and policies may be amended from time to time and such amendments are binding upon you.
4. You will continue to be expected to observe the highest professional standards at all times. In support of this, you are expected to abide by the UBC Respectful Environment Statement for Students, Faculty and Staff[[14]](#endnote-14). The statement reflects our core values of mutual respect and equity, and promotes a safe, caring, and respectful campus community. UBC holds all staff, faculty and students accountable for carrying out their duties and responsibilities in accordance with this Statement. You are also expected to abide by the Faculty of Medicine “Professional Standards” document[[15]](#endnote-15). By signing this Letter of Offer and in lieu of signing the Professional Standards document, you agree to have read, understood and will abide by the information set out therein.
5. 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.
6. 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.

Please take the time to review this letter of offer for accuracy and upon your agreement, sign below and return it to me within two weeks of receipt. Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your role and remuneration.

We are pleased that you are willing to take on this important role and trust that you will find the position educational and rewarding. We look forward to working with you.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ACTION: insert if applicable]** **Other Signatory Name/Rank** Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[name] [credentials]**  Date

**Head/Director [name of Department/School]**

The University of British Columbia

I have read and understand the terms of appointment set out in this letter and I accept the above offer of appointment with the University of British Columbia.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[name of incumbent], [credentials]**  Date

Enclosure:   
Job Description

CC:   
> Personnel file  
> **[ACTION: insert any other relevant parties]**

**End-Notes**

1. See <https://hr.ubc.ca/working-ubc/faculty-collective-agreement-and-policies> [↑](#endnote-ref-1)
2. For UBC Workday portal, refer to <https://myworkday.ubc.ca/> [↑](#endnote-ref-2)
3. For UBC Workday portal, refer to <https://myworkday.ubc.ca/> [↑](#endnote-ref-3)
4. For information related to immigration, refer to https://hr.ubc.ca/careers-and-job-postings/immigration [↑](#endnote-ref-4)
5. For all of the University’s policies, refer to <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/> [↑](#endnote-ref-5)
6. For all of the FoM’s policies, refer to <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/> [↑](#endnote-ref-6)
7. For UBC Policy SC3, refer to <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#endnote-ref-7)
8. For UBC Policy SC6, refer to <https://universitycounsel.ubc.ca/policies/scholarly-integrity-policy/> [↑](#endnote-ref-8)
9. For UBC Policy SC7, refer to <https://universitycounsel.ubc.ca/policies/discrimination-policy/> [↑](#endnote-ref-9)
10. For UBC Policy, SC17, refer to <https://universitycounsel.ubc.ca/policies/sexual-misconduct-policy/> [↑](#endnote-ref-10)
11. For UBC Policy SC18, refer to <https://universitycounsel.ubc.ca/policies/retaliation-policy/> [↑](#endnote-ref-11)
12. For UBC Policy LR2, refer to <https://universitycounsel.ubc.ca/policies/research-policy/> [↑](#endnote-ref-12)
13. For UBC Policy LR11, refer to <https://universitycounsel.ubc.ca/policies/inventions-policy/> [↑](#endnote-ref-13)
14. For the Respectful Environment Statement, refer to <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#endnote-ref-14)
15. For the “Professional Standards” document refer to <https://mistreatmenthelp.med.ubc.ca/files/2020/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>

    **Payroll Direct Deposit Authorization Form**

    All fields on this form are mandatory.

    New Hire: Please return this document along with any other required new hire forms to ensure you are paid in an efficient and timely manner.

    I authorize UBC to pay my wages by direct deposit and agree to enter any necessary personal and payroll information into Workday to facilitate payment of my wages.

    I certify that I am the account holder or joint account holder on the bank account information being provided to UBC.

    **[Print** **Name**] Date of Acceptance

    Privacy Notification: Your personal information is collected under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to [website@finance.ubc.ca](mailto:website@finance.ubc.ca)

    *The signed form is to be provided to the department where it will be kept on record*  [↑](#endnote-ref-15)