

**Faculty of Medicine Offer Letter Template**

**Full Time/Part Time Without Review Appointments**

**Updated May 2024**

# INSTRUCTIONS

* **Changes** since the last round of revisions are highlighted in yellow.
* This template should be used for the following faculty recruitments in the UBC Faculty of Medicine:
  + Full time Assistant Professor, Associate Professor, or Professor, without review
  + Full time Assistant Professor of Teaching, without review
  + Part-time faculty appointments
  + For tenure/grant tenure and partner track faculty appointments, please visit the [FOM Recruitment website](https://mednet.med.ubc.ca/HR/hiringFaculty/MakingTheOffer/Pages/default.aspx) for the appropriate template.
* **On page one** of the Offer Letter, list each type of appointment with a corresponding letter (A,B,C,D etc.). These letters should then correspond to the appropriate section in the Offer Letter where the details of the appointment are discussed.
* Please **maintain the structure** of this template, do not move sections.
* Please feel free to **modify the wording** to make the letter more personal and less formulaic, taking care not to make substantive changes to the language.
* Please remove **bolded font** as necessary.
* **Once reviewed by the Department,** please send the draft offer letter to the Faculty HR team, Faculty Affairs, Dean’s Office. The Assistant Manager will review the draft offer letter and suggest revisions. Upon agreement of the letter contents, the Assistant Manager will return the finalized version of the offer letter back to the Department for printing and circulation. Note: This instructional page is to be deleted prior to submission of the draft to the Faculty HR Team.
* **At the time of printing**, print on either Departmental or School letterhead. Circulate the letter to all signatories, with the Dean as the final signatory, prior to sending it to the Candidate for signature.

**OFFER LETTER**

**The University of British Columbia & [*insert* external agency if applicable]**

April 30, 2024

**PERSONAL AND CONFIDENTIAL**

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

**[insert Address]**

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

My colleagues and I are excited at the prospect of having you join the **[name of Department/School]** at The University of British Columbia (UBC). We believe we have a great deal to offer you in terms of collegiality and intellectual community and **[ACTION: insert comments i.e.:** that you will bring additional prestige**]** to our **Department/School**, UBC, and the larger community.

Further to our recent discussions, we are pleased to offer you the following appointment**(s)**:

1. A **full-time/part-time [ACTION: if part-time indicate FTE]** faculty appointment at UBC, in the **[name of Department/School].**
2. **[ACTION: use if applicable]** the **[name of Chair/Professorship/Distinguished Scholar]** at UBC;
3. **[ACTION: use if applicable]** an administrative role as **[administrative role title]** in the **[name of Department/School/UBC Centre/UBC Institute],** UBC Faculty of Medicine;

The terms and conditions are as follows:

## APPOINTMENT(S)

* + - * 1. **Faculty Appointment: UBC**

1. This is a term appointment at the rank of **[insert rank]** **[ACTION: use if part-time:(**insert FTE]**)**, from **[begin date]** to **[end date]**.
2. Reappointment is at the discretion of UBC and factors, including availability of funds, satisfactory performance appraisals and compliance with UBC agreements and policies.
3. You will be a member of the **[name of Department/School]**. This means that your salary, assignments to duties, space allocations, technical support, secretarial support, and assigned tasks undertaken in fulfillment of your academic responsibilities in the areas of teaching, scholarly activity and service to UBC and the community will be the responsibility of your **Department Head/School Director.**
4. Your faculty appointment is subject to approval by the UBC Board of Governors **[ACTION: insert if applicable**:,(name of agency)**]** **[ACTION: insert for foreign academics:**, and Immigration, Refugees, and Citizenship Canada (IRCC)**]**.
5. You will be an employee of the UBC in your teaching, scholarly activity and academic service capacities.
6. The anticipated start date of your faculty appointment will be **[insert start date]** or upon a date to be mutually agreed.

While we hope and currently anticipate that you will commence employment with the University on the “Anticipated Start Date”. If you are not able to commence your employment in-person at the University on the Anticipated Start Date, we can discuss a mutually agreeable arrangement. Therefore, the University reserves the right to extend and re-extend your Anticipated Start Date to a future date (the “Revised Start Date”) should the circumstances warrant.

For clarity, what this means is that you will not become an employee of the University until you commence employment with the University on the Anticipated Start Date or on a Revised Start Date. If you do not actually commence employment with the University, you will not be entitled to any compensation from the University for any reason whatsoever.

1. **[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.

**Academic Deliverables**

1. **[ACTION: use the following if appointment is the Research Stream:]** All UBC faculty members are expected to contribute to the UBC community according to established responsibilities in teaching, scholarly activity and academic service, depending on the appointed rank. You will be expected to maintain an active research and scholarly program, to participate fully and with distinction in undergraduate, graduate and postgraduate education, as needed, and to carry out your share of advising duties and committee assignments. All duties and responsibilities shall be carried out under the direction of your **Department Head/School Director** and are subject to evaluation by your **Department Head/School Director**. Your academic deliverables in this position will be:
   1. Teaching: Teaching responsibilities for the **Department/School** may change over time, and will be assigned by your **Department Head/School Director** as the needs of the Department or Faculty dictate. As discussed, next year you will be responsible for **[ACTION: insert specific assignment as appropriate to this position].**
   2. Scholarly Activity: **[ACTION: provide specific description]** Responsibility for scholarly activity varies according to rank and must be consistent with **Department/School** norms.
   3. Academic Service: **[ACTION: provide specific description i.e. sitting on UBC committees]**. You are also encouraged to attend Full Faculty Meetings. **[ACTION: amend to reflect expectations for the rank:]** Initially though your involvement with such activities will be of a lesser degree with the understanding of a more gradual involvement over time. Increased levels of academic service are expected of more senior faculty, with Professors showing the greatest involvement.
2. **[ACTION: use the following if appointment is in Educational Leadership Stream:]** All UBC faculty members are expected to contribute to the UBC community according to established responsibilities in teaching and academic service. You will be expected to participate fully and with distinction in undergraduate education, curriculum development and innovation, other teaching and learning activities, to demonstrate educational leadership, and to carry out your share of advising duties and committee assignments. All duties and responsibilities shall be carried out under the direction of your **Department Head/School Director** and are subject to evaluation by your **Department Head/School Director**. Your initial responsibilities and accountabilities in this position will be:
   1. Teaching: Teaching responsibilities for the **Department/School** may change over time, and will be assigned by your **Department Head/School Director** as the needs of the Department or Faculty dictate. As discussed, next year you will be responsible for **[ACTION: insert specific assignment as appropriate to this position]**.
   2. Educational Leadership:It is expected that you will take on multiple educational leadership duties and/or projects, including but not limited to contributions to curriculum renewal; programs, initiatives or research to advance pedagogical innovation; excellence in teaching; scholarly teaching with impact at UBC and beyond; scholarship of teaching contributions and applications, including publications of innovative pedagogical techniques. **[ACTION: add in particular duties here if applicable, such as a particular program or particular curriculum renewal responsibilities]**.
   3. Academic Service: **[ACTION: provide specific description i.e. sitting on UBC committees]**. You will also be expected to attend Full Faculty Meetings. **[ACTION: amend to reflect expectations for the rank:]** Initially though your involvement with such activities will be of a lesser degree with the understanding of a more gradual involvement over time. Increased levels of academic service are expected of more senior faculty, with Professors showing the greatest involvement.
3. In accordance with UBC Policy HR1[[1]](#endnote-1), you are responsible for maintaining a current record of your academic and administrative activities in the form of a CV[[2]](#endnote-2) prepared in UBC CV format. A Teaching Dossier[[3]](#endnote-3) should also be prepared and kept up-to-date. These career records may include other documents, which UBC considers relevant to your academic career. You agree to make such documents available to the Department Head/School Director **[ACTION: insert if applicable:,** Division Head**]** and to other duly authorized representatives of UBC upon request.
4. In accordance with UBC Policy SC3[[4]](#endnote-4), you must maintain up-to-date Conflict of Interest and Conflict of Commitment declarations[[5]](#endnote-5).
5. You will be expected to acknowledge your UBC appointment in all public announcements, publications and presentations.

**B. [ACTION: use if applicable] [Name of Chair/Professorship/Distinguished Scholar]: UBC**

1. You will be the holder of the **Chair/Professorship//Distinguished Scholar** in **[name of Chair/Professorship/Distinguished Scholar]**.
2. The initial term of the **Chair/Professorship/Distinguished Scholar** is for xxxx (#) years, from **[insert start date]** to **[insert end date]**, renewable subject to **[ACTION: insert if applicable:** continued funding and the**]** successful review of the holder’s research and performance relative to the objectives of the **Chair/Professorship/Distinguished Scholar**.
3. As the holder of the **Chair/Professorship/Distinguished Scholar** in **[name of Chair/Professorship/Distinguished Scholar]**, you will be responsible for ensuring that all expenses charged against that portion of the endowment income for which you are responsible are in line with the donor's intent and with the purpose of the endowment as outlined in the Endowment Fund letter agreement and other endowment agreements supporting this Chair (“Endowment Agreements”).
4. You will acknowledge the donors to the **Chair/Professorship/Distinguished Scholar** in all public announcements, publications and presentations.
5. You will provide reports in accordance with the terms of the Endowment Agreements. Such reports will be provided to the Dean of the Faculty of Medicine (or delegate) by January 31st of each year **[ACTION: insert if donor involved:** and will include a brief summary of the highlights of your accomplishments as it relates to the **Chair/Professorship/Distinguished Scholar**.**]**
6. These and other terms related to this **Chair/Professorship/Distinguished Scholar** are specified in the Honorific Agreements which will be provided under separate cover.

**C. [ACTION: Second type of appointment if applicable] [Other Appointment Type: Name of Agency]: UBC**

1. Describe appointment details, e.g., term; duties/ responsibilities; reporting relationship; applicable policies & procedures. Please list each topic as a new line item.)

**D. [ACTION: Third type of appointment if applicable] [Other Appointment Type: Name of Agency]: UBC**

1. Describe appointment details, e.g., term; duties/ responsibilities; reporting relationship; applicable policies & procedures. Please list each topic as a new line item.)

# COMMITMENTS

**(a) Academic salary for Faculty Appointment: UBC**

1. Your initial remuneration will be $[**insert salary**] per annum plus benefits.
2. **[ACTION: choose one of the following if appointment is part- time:] If greater than 0.5 FTE AND 1 year term:** Your initial remuneration will be $ [***insert salary***] per annum plus benefits. [**If appointment is active on June 30th and July 1st:** Your salary will be increased, as are the salaries for all members of the faculty bargaining unit, in accordance with the Collective Agreement between UBC and the UBC Faculty Association.] **\*\*(note to be deleted): Please Choose Appendix A – Option 1 if benefits eligible.**

**OR**

1. **If less than 0.5 FTE or less than 1 year term:** Your initial remuneration will be $ [***insert salary***] per annum. 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). [**If appointment is active on June 30th and July 1st:** Your salary will be increased, as are the salaries for all members of the faculty bargaining unit, in accordance with the Collective Agreement between UBC and the UBC Faculty Association.] **\*\*(note to be deleted): Please Choose Appendix A – Option 2 if NOT benefits eligible.**
2. As with salaries for all UBC faculty members, your salary in subsequent years, if renewed, will be determined in accordance with the UBC Faculty Association's *Collective Agreement*[[6]](#endnote-6) regarding faculty salary. Based on your performance of your responsibilities, you will be eligible for salary increases, including (1) Career Progress, (2) Merit and (3) Performance Salary Adjustments (PSA). As detailed under Part 2: Salaries and Economic Benefits section 2.04 e), all members eligible for consideration for merit shall submit to the Department Head/School Director a summary of their relevant scholarly, teaching and service activities.
3. For information on how to enroll in your benefit plan and other orientation information, see the attached “Appendix A”.
4. It is the practice of UBC that years in an equivalent rank at another institution be counted in determining where a new faculty member should begin on the UBC Career Progress Increment Scale[[7]](#endnote-7). **[ACTION: choose which is applicable:** From your Curriculum Vitae, we have determined that you have accumulated **xxxx (#)** years in your current rank of of **[insert rank]** at **[previous University]**. Please note that your prior service does not affect your tenure clock or count towards sabbaticals at UBC. **[OR]** From your Curriculum Vitae, we have determined that you have not accumulated any years in the rank of **[insert anticipated rank]**.**]** Therefore, according to the Scale, you will start at "Year **xxxx (#)**" on the Career Progress Increment Scale (CPI) for a/an **[insert anticipated UBC academic rank].** You will receive **[#: Check and insert the year as per** [**CPI Schedule**](https://hr.ubc.ca/sites/default/files/2020-09/CP%20Entitlement%20Schedule.pdf)**]** units of CPI for Year **[Insert: xxx(#)]**  on July 1, 20XX **[insert upcoming academic year following start date]**, provided that your performance is satisfactory..
5. Should you be awarded a peer-reviewed salary award(s) or external research funds (ie: research contracts or operating grants) that have an explicit provision for a salary component, you may receive an honorarium under the following policies and practices:
6. In accordance with the UBC Board of Governors Policy LR2 on Research[[8]](#endnote-8), should you be awarded external research funds.
7. In accordance with UBC Faculty of Medicine and Departmental guidelines[[9]](#endnote-9), should you be awarded a peer-reviewed salary award(s).

**E. [ACTION: use if applicable] [Honorarium: Name of Chair/Professorship/Distinguished Scholar]: Department/School/UBC Faculty of Medicine**

1. You will be paid an honorarium in the amount of $**[insert amount]** per annum (does not attract pension and benefits) for the term that you are named the holder of the **Chair/Professorship/Distinguished Scholar**.

**Office/ Research Space: [*insert* name of agency responsible]**

1. The following space will be allocated to you upon your appointment:
2. Office Space: **[ACTION: insert description:** i.e., building name, location address, square footage etc.**]**
3. Research Space**: [ACTION: insert description:** i.e., building name, location address, square footage etc.**]**
4. This will be an initial allocation, which will be reviewed to ensure it remains consistent with UBC **[insert if applicable:** and hospital space policies**].** Following discussion with you, changes in space allocation may be made.

**Administrative Support:** **[name of agency providing support]**

1. **[ACTION: insert description of administrative support]**

**IMMIGRATION**

1. As a foreign academic, it is your responsibility to obtain a temporary work permit prior to your start date of appointment at UBC. You must 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[[10]](#endnote-10). Please visit the Human Resources website[[11]](#endnote-11) for general immigration information. If you have questions about immigration, please contact (the appropriate person in the unit-enter name) or Housing & Relocation Services (UBCV)[[12]](#endnote-12) or Faculty Relations and Immigration Consultant (UBCO)[[13]](#endnote-13).
2. The Medical Services Plan (MSP) is the BC provincial government’s medical insurance plan administered by Health Insurance BC. All eligible BC residents and their dependents must enroll in MSP, which pays for the medically required services of physicians and surgeons, hospital services, as well as dental and oral surgery when it is medically required to be performed in a hospital. If you are coming to UBC from outside of BC (and within Canada) or outside Canada, you and your [eligible dependents](http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/eligibility/eligibility-of-dependents/)[[14]](#endnote-14) must complete a three (3) month waiting period for MSP.
3. If you are coming to BC from another Canadian province or territory you should maintain coverage with your former provincial medical plan during the MSP wait period. This will ensure you are covered for any medically necessary physician and hospital services by your former province as you wait for your MSP coverage to start.
4. If you are coming to BC from outside of Canada, you should arrange for private coverage during the MSP waiting period. Faculty and staff employed or appointed by UBC from outside Canada can purchase private coverage during the waiting period through David Cummings Insurance Services (DCIS)[[15]](#endnote-15) or Sun Life’s Inpatriate Health Plan[[16]](#endnote-16) so that you will be reimbursed for medical claims. **[For LMIA, insert:** The **Department/School** is responsible for the cost and purchasing of your private insurance from the date of arrival in Canada and through the waiting period for MSP.**] [For Canadians or non-LMIA TFW, insert:** You are responsible for the cost and purchasing of your own private insurance.**]**
5. **[ACTION: use if applicable]** As you also hold an appointment at **[insert hospital/agency]**, you will be required to obtain either a dual work permit or a secondary work permit with both “UBC” and “**[name of agency]**” listed under the “employer” section of the work permit application form.

**MENTORING**

1. As part of the Faculty’s commitment to supporting its members, each new faculty member is expected to access the Faculty of Medicine orientation materials on the Faculty of Medicine website[[17]](#endnote-17). Faculty members are also encouraged to participate in the faculty mentorship program[[18]](#endnote-18).

# FULL AGREEMENT

1. As a new employee of UBC, 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, 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.
2. This letter constitutes the full terms of UBC’s employment offer **[ACTION: use if applicable:** and your appointment with [insert name of agency],**]** and supersedes all other commitments, either written or verbal, that may have been made to you.
3. Should you accept this offer, you will be a member of the faculty bargaining unit. The applicable membership dues will be deducted in accordance with Article 6 of the Collective Agreement between UBC and the UBC Faculty Association. Your employment with UBC will be governed by the *Collective Agreement* with the Faculty Association, and all of the Faculty of Medicine[[19]](#endnote-19) and UBC[[20]](#endnote-20) policies, noting in particular Policy AP4 on Faculty Term Appointments Without Review[[21]](#endnote-21), Policy SC3 on Conflict of Interest and Conflict of Commitment[[22]](#endnote-22), Policy SC6 on Scholarly Integrity[[23]](#endnote-23), Policy SC7 on Discrimination[[24]](#endnote-24), Policy SC17 on Sexual Misconduct[[25]](#endnote-25), Policy SC18 on Retaliation[[26]](#endnote-26), Policy LR2 on Research[[27]](#endnote-27), Policy LR11 on Inventions[[28]](#endnote-28). The Collective Agreement and UBC policies may be amended and such amendments, no matter when adopted, are binding upon you.
4. You are 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[[29]](#endnote-29). 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.[[30]](#endnote-30) 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 **[name, job title]** 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 appointment and salary.

Yours sincerely,

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

**[name] [credentials]** Date

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

The University of British Columbia

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

**[name of second signatory] [credentials]** Date

**[job title i.e. Regional Associate Dean]**

**[name of organization i.e. CHES, Northern Medical Program, etc.]**

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

Dermot Kelleher MD, FMedSci Date

Dean, Faculty of Medicine

Vice-President, Health

The University of British Columbia

I am in agreement with the above terms and conditions.

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

(Candidate’s name), **[insert:** *Credentials***]** Date

**APPENDIX A (\*\*Note to be deleted: Option 1 – For appointments greater than 0.5 FTE AND 1 year term)**

**ORIENTATION**

1. **Faculty Staff Housing and Relocation Services Centre**

The Work-Life and Relocation Services Centre helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. Please browse their site to learn more about the information and services available to you via the Work-Life & Relocation Services Centre: <https://hr.ubc.ca/working-ubc/finding-housing>.

1. **Welcome Guide**

The UBC Welcome Guide allows you to learn the basics about relocating to UBC and Vancouver. The Welcome Guide contains information about support services available for faculty and staff at UBC. It covers immigration, relocation, accommodation, childcare, important dates and much more: <https://hr.ubc.ca/careers-and-job-postings/relocation-services/relocating-vancouver>.

1. **As a new UBC faculty member, you are entitled to the following range of benefits.**
2. **Health and Welfare Benefits**

Medical Services Plan (MSP) coverage, extended health, dental coverage are part of your health and welfare benefits. For more information on the range of benefits available, please see the Benefits website: <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost/faculty-postdoctoral-fellows-employees-and>.

1. **Professional Development Fund**

The Professional Development Reimbursement fund is a University program intended to provide financial assistance for professional development expenses. These expenses must relate to activities that enhance the performance, ability, or effectiveness of a Member’s work at the University. For information about the Professional Development Reimbursement Fund, please see the Faculty Relations website:

<https://hr.ubc.ca/career-development/professional-development-funding/faculty-professional-development-funding> Note that UBC will maintain ownership of all equipment you acquire through grant funding or PDR funds, however, you will be able to use such equipment throughout your employment with the University.

1. **Pension Benefits**

You will be enrolled in the UBC Faculty Pension Plan. For more information about the Pension Plan, please see the Faculty Pension Plan website.

<https://faculty.pensions.ubc.ca/>.

1. **Tuition Waivers**

Faculty members and their dependent children are eligible for tuition waivers. For information about your tuition waiver benefits, please see the Benefits website:

<https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waiver/faculty-and-academic-executive>.

1. **Pension and Benefits Enrollment:**

Benefit enrollment which is part of the onboarding process is done online via UBC’s portal [my.ubc.ca](http://www.my.ubc.ca/). You will be provided with access to Workday closer to your start date and will receive information and instructions regarding the onboarding process.

1. **Vacation Entitlement:**

Vacations are to be arranged with your Head. Individuals must take any holidays to which they are entitled within the contract period or prior to any other agreed termination date. To check your vacation entitlement, please see the Benefits website: <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation>.

1. **Leaves of Absence:**

For information on the range of leaves available, please see the Benefits website: <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation>.

1. **Faculty & Staff Self-Service:**

You will need a Campus Wide Log-in (CWL) ID to access various system services, including Faculty and Staff self-service web portal.

* If you previously had a student CWL account, please contact IT Services at 604.822.2008 to affiliate your employee number to your student CWL.
* If you previously had a Faculty CWL and already added your employee number, there is nothing further to do.
* If you do not have any type of CWL, one will be generated for you. Please look out for an automated email from AccessUBC with further instructions.

We encourage you to review your information in Workday[[31]](#endnote-31) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

1. **Mandatory Training**

As a new employee, several training courses are mandatory to meet WorkSafeBC and UBC requirements. These courses include New Worker Safety Orientation, Privacy & Information Security Fundamentals Training, Workplace Violence Prevention Training, and Preventing and Addressing Workplace Bullying and Harassment Training. Once you have a CWL ID, you will be able to access the training programs at <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/> which must be completed before the end of the first month of your appointment. Once completed, please print out the completion certificates and give them to your Administrator.

1. **Academic Activities**

You are encouraged to review the Guide to Academic Activities in the Faculty of Medicine to guide the fulfillment of your academic deliverables. Please see the Faculty of Medicine website: <https://mednet.med.ubc.ca/hr/faculty-hr-resources/orientation/>.

1. **Workplace Health:**

The UBC Human Resources Workplace Wellbeing & Benefit team is actively involved in the creation of a safe community that encourages employee health and wellbeing. Their commitment to employee health is part of the larger university goal to create an outstanding work environment as outlined in the UBC Strategic Plan, as well as the UBC Focus on People strategy to develop a sustainable, healthy workplace. For more information, please see the HPP website: https://hr.ubc.ca/health-and-wellbeing

1. **Awards and Honours:**

Recognizing the accomplishments of faculty and staff members alike is an exciting and in itself, rewarding opportunity. In this way, we celebrate excellence from contributions in research, teaching, leadership and more general contributions to local, national, and international society. For more information about awards and honours, please see the Faculty of Medicine website:

<https://mednet.med.ubc.ca/HR/awards-recognition/Pages/default.aspx>.

1. **Faculty Development**

UBC’s Faculty Development network aims to empower teachers to be successful by providing educational support that takes into account the needs of all teaching sites and teachers at all career stages. To become involved with events and programs at your site, reach out to your local program representative:

* Vancouver-Fraser Medical Program: Dr. Linlea Armstrong ([fac.dev@ubc.ca](mailto:fac.dev@ubc.ca))
* Island Medical Program: Dr. Sarah Buydens ([facdev@uvic.ca](mailto:facdev@uvic.ca))
* Northern Medical Program: Dr. Julia Wimmers-Klick ([julia.wimmers-klick@unbc.ca](mailto:julia.wimmers-klick@unbc.ca))
* Southern Medical Program: Dr. Robyn Hutchings ([robyn.hutchings@ubc.ca](mailto:robyn.hutchings@ubc.ca))

For more information, please visit <http://facdev.med.ubc.ca/> or contact the Office of Faculty Development at [fac.dev@ubc.ca](mailto:fac.dev@ubc.ca).

1. **UBC Equity and Inclusion Office**

The UBC Equity and Inclusion Office (EIO) is an impartial, welcoming, confidential resource providing information, education and intervention services for Faculty, Staff and Students, primarily to prevent and help address harassment and other forms of discrimination and to support an equitable, respectful environment at UBC, for faculty, staff and students. EIO provides information, education and facilitation on equity, diversity, human rights and respectful environment, as well as supports and collaborates with units at the University by providing expertise related to equity, diversity, human rights, and respectful environment to create and maintain healthy, respectful, welcoming environments. EIO can also provide information on available formal complaint options and procedures in a safe, confidential setting and are an “open door” throughout that process. EIO administers [Policy SC7](https://universitycounsel.ubc.ca/files/2018/09/policy3.pdf) [[32]](#endnote-32), the UBC Policy on Discrimination, which covers human rights-based discrimination and harassment.

You are always welcome to [contact](https://equity3.sites.olt.ubc.ca/about/contact/) the Equity & Inclusion Office at <https://equity.ubc.ca/> to make an appointment, and are invited to refer others who may have concerns and wish a confidential, safe and welcoming environment to clarify their situation and discuss options.

1. **UBC Centre for Workplace Accessibility**

The UBC Centre for Workplace Accessibility (CWA) is a central hub for resources, tools, and programs that help remove barriers for faculty and staff with disabilities or ongoing medical conditions. The CWA works alongside the Stay-at-Work/Return to Work Program, Ergonomics Program and Occupational and Preventive Health Program in Workplace Health Services.

The Workplace Accommodation Fund, managed by the CWA, is available to fund disability-related accommodations for candidates and employees with disabilities or ongoing medical conditions. To confidentially request an accommodation, please contact your Department Administrator or the Centre for Workplace Accessibility, directly. <https://hr.ubc.ca/health-and-wellbeing/working-injury-illness-or-disability/centre-workplace-accessibility>

**APPENDIX A – (\*\*Note to be deleted: Option 2 – For appointments less than 0.5 FTE or less than 1 year term)**

**ORIENTATION**

1. **Faculty Staff Housing and Relocation Services Centre**

The Work-Life and Relocation Services Centre helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. Please browse their site to learn more about the information and services available to you via the Work-Life & Relocation Services Centre: <https://hr.ubc.ca/working-ubc/finding-housing>.

1. **Welcome Guide**

The UBC Welcome Guide allows you to learn the basics about relocating to UBC and Vancouver. The Welcome Guide contains information about support services available for faculty and staff at UBC. It covers immigration, relocation, accommodation, childcare, important dates and much more: <https://hr.ubc.ca/careers-and-job-postings/relocation-services/relocating-vancouver>.

1. **Professional Development Fund:**

The Professional Development Reimbursement fund is a University program intended to provide financial assistance for professional development expenses. These expenses must relate to activities that enhance the performance, ability, or effectiveness of a Member’s work at the University. For information about the Professional Development Reimbursement Fund, please see the Faculty Relations website: <https://hr.ubc.ca/career-development/professional-development-funding/faculty-professional-development-funding> Note that UBC will maintain ownership of all equipment you acquire through grant funding or PDR funds, however, you will be able to use such equipment throughout your employment with the University.

1. **Pension Benefits:**

Enrollment in the UBC Faculty Pension Plan is optional. For more information about the Pension Plan, please see the Faculty Pension Plan website <https://faculty.pensions.ubc.ca/>

1. **Vacation Entitlement:**

Vacations are to be arranged with your Head. Individuals must take any holidays to which they are entitled within the contract period or prior to any other agreed termination date. To check your vacation entitlement, please see the Benefits website: <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation>.

1. **Leaves of Absence:**

For information on the range of leaves available, please see the Benefits website: <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation>.

1. **Faculty & Staff Self-Service:**

You will need a Campus Wide Log-in (CWL) ID to access various system services, including Faculty and Staff self-service web portal.

* If you previously had a student CWL account, please contact IT Services at 604.822.2008 to affiliate your employee number to your student CWL.
* If you previously had a Faculty CWL and already added your employee number, there is nothing further to do.
* If you do not have any type of CWL, one will be generated for you. Please look out for an automated email from AccessUBC with further instructions.

We encourage you to review your information in Workday[[33]](#endnote-33) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

1. **Mandatory Training**

As a new employee, several training courses are mandatory to meet WorkSafeBC and UBC requirements. These courses include New Worker Safety Orientation, Privacy & Information Security Fundamentals Training, Workplace Violence Prevention Training, and Preventing and Addressing Workplace Bullying and Harassment Training. Once you have a CWL ID, you will be able to access the training programs at <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/> which must be completed before the end of the first month of your appointment. Once completed, please print out the completion certificates and give them to your Administrator.

1. **Academic Activities**

You are encouraged to review the Guide to Academic Activities in the Faculty of Medicine to guide the fulfillment of your academic deliverables. Please see the Faculty of Medicine website: <https://mednet.med.ubc.ca/hr/faculty-hr-resources/orientation/>.

1. **Workplace Health:**

The UBC Human Resources Workplace Wellbeing & Benefit team is actively involved in the creation of a safe community that encourages employee health and wellbeing. Their commitment to employee health is part of the larger university goal to create an outstanding work environment as outlined in the UBC Strategic Plan, as well as the UBC Focus on People strategy to develop a sustainable, healthy workplace. For more information, please see the HPP website: https://hr.ubc.ca/health-and-wellbeing

1. **Awards and Honours:**

Recognizing the accomplishments of faculty and staff members alike is an exciting and in itself, rewarding opportunity. In this way, we celebrate excellence from contributions in research, teaching, leadership and more general contributions to local, national, and international society. For more information about awards and honours, please see the Faculty of Medicine website:

<https://mednet.med.ubc.ca/HR/awards-recognition/Pages/default.aspx>..

1. **Faculty Development**

UBC’s Faculty Development network aims to empower teachers to be successful by providing educational support that takes into account the needs of all teaching sites and teachers at all career stages. To become involved with events and programs at your site, reach out to your local program representative:

* Vancouver-Fraser Medical Program: Dr. Linlea Armstrong ([fac.dev@ubc.ca](mailto:fac.dev@ubc.ca))
* Island Medical Program: Dr. Sarah Buydens ([facdev@uvic.ca](mailto:facdev@uvic.ca))
* Northern Medical Program: Dr. Julia Wimmers-Klick ([julia.wimmers-klick@unbc.ca](mailto:julia.wimmers-klick@unbc.ca))
* Southern Medical Program: Dr. Robyn Hutchings ([robyn.hutchings@ubc.ca](mailto:robyn.hutchings@ubc.ca))

For more information, please visit <http://facdev.med.ubc.ca/> or contact the Office of Faculty Development at [fac.dev@ubc.ca](mailto:fac.dev@ubc.ca).

1. **UBC Equity and Inclusion Office**

The UBC Equity and Inclusion Office (EIO) is an impartial, welcoming, confidential resource providing information, education and intervention services for Faculty, Staff and Students, primarily to prevent and help address harassment and other forms of discrimination and to support an equitable, respectful environment at UBC, for faculty, staff and students. EIO provides information, education and facilitation on equity, diversity, human rights and respectful environment, as well as supports and collaborates with units at the University by providing expertise related to equity, diversity, human rights, and respectful environment to create and maintain healthy, respectful, welcoming environments. EIO can also provide information on available formal complaint options and procedures in a safe, confidential setting and are an “open door” throughout that process. EIO administers [Policy SC7](https://universitycounsel.ubc.ca/files/2018/09/policy3.pdf) [[34]](#endnote-34), the UBC Policy on Discrimination, which covers human rights-based discrimination and harassment.

You are always welcome to [contact](https://equity3.sites.olt.ubc.ca/about/contact/) the Equity & Inclusion Office at <https://equity.ubc.ca/> to make an appointment, and are invited to refer others who may have concerns and wish a confidential, safe and welcoming environment to clarify their situation and discuss options.

1. **UBC Centre for Workplace Accessibility**

The UBC Centre for Workplace Accessibility (CWA) is a central hub for resources, tools, and programs that help remove barriers for faculty and staff with disabilities or ongoing medical conditions. The CWA works alongside the Stay-at-Work/Return to Work Program, Ergonomics Program and Occupational and Preventive Health Program in Workplace Health Services.

The Workplace Accommodation Fund, managed by the CWA, is available to fund disability-related accommodations for candidates and employees with disabilities or ongoing medical conditions. To confidentially request an accommodation, please contact your Department Administrator or the Centre for Workplace Accessibility, directly. <https://hr.ubc.ca/health-and-wellbeing/working-injury-illness-or-disability/centre-workplace-accessibility>

**END-NOTES**

1. For UBC Policy HR1, refer to <https://universitycounsel.ubc.ca/policies/cv-policy/> [↑](#endnote-ref-1)
2. For a sample CV, refer to the Faculty of Medicine Annotated CV <https://med-fom-medicine.sites.olt.ubc.ca/files/2020/06/Annotated-CV-Professoriate-Stream-June-23-2016v.doc> [↑](#endnote-ref-2)
3. For a sample Teaching Dossier, refer to [ctlt.ubc.ca/resources/teaching/portfolios/](http://ctlt.ubc.ca/resources/teaching/portfolios/) [↑](#endnote-ref-3)
4. For UBC Policy SC3 refer to <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#endnote-ref-4)
5. For information on COI / COC declarations, refer to <https://mednet.med.ubc.ca/teaching/preparing-a-teaching-session/conflict-of-interest/> & the UBC Office of Research Services website @ [www.ors.ubc.ca](http://www.ors.ubc.ca/) [↑](#endnote-ref-5)
6. For the *Collective Agreement* refer to <https://hr.ubc.ca/working-ubc/faculty-collective-agreement-and-policies> [↑](#endnote-ref-6)
7. For the Career Progress Increment Scale, refer to <https://hr.ubc.ca/sites/default/files/2020-09/CP%20Entitlement%20Schedule.pdf> [↑](#endnote-ref-7)
8. For UBC Policy LR2 refer to <https://universitycounsel.ubc.ca/policies/research-policy/> [↑](#endnote-ref-8)
9. For the Faculty of Medicine Policy on Incentives and Rewards for Faculty Members on External Salary Awards refer to <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Policy-on-Incentives-and-Rewards-for-Faculty-Members-on-External-Salary-Awards.pdf> [↑](#endnote-ref-9)
10. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html> and <https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html#h2.1> [↑](#endnote-ref-10)
11. For general immigration information, refer to<https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#endnote-ref-11)
12. For Housing & Relocation Services (UBCV), refer to<https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#endnote-ref-12)
13. For contact Immigration Consultant (UBCO), refer to [Trisha Kasawski](mailto:trisha.kasawski@ubc.ca) [↑](#endnote-ref-13)
14. For information on the eligibility of dependents, refer to <https://hr.ubc.ca/benefits/enrolment-enrolment-changes/eligibility-and-plan-cost/eligibility-dependents> [↑](#endnote-ref-14)
15. For information on David Cummings Insurance Services, refer to [www.david-cummings.com/services/travellingtocanada/index.htm](http://www.david-cummings.com/services/travellingtocanada/index.htm) [↑](#endnote-ref-15)
16. For information on Sun Life’s Inpatriate Health Plan, refer to <https://www.sunlife.ca/Canada/sponsor/Group+benefits/Group+benefits+products+&+services/International+Benefit+Solutions/Inpatriate+Health+Plan?vgnLocale=en_CA> [↑](#endnote-ref-16)
17. This will focus on supporting your successful career development in education and research within the Faculty of Medicine and includes an overview of the Faculty, its strategic direction and various leadership portfolios. The Faculty of Medicine website is available @ https://www.med.ubc.ca/. [↑](#endnote-ref-17)
18. For the Mentoring program, refer to <https://mednet.med.ubc.ca/hr/faculty-hr-resources/mentoring/> [↑](#endnote-ref-18)
19. For all of the FOM’s policies, refer to <https://mednet.med.ubc.ca/AboutUs/PoliciesAndGuidelines2/Pages/default.aspx> [↑](#endnote-ref-19)
20. For all of the University’s policies, refer to https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/ [↑](#endnote-ref-20)
21. For UBC Policy AP4, refer to <https://universitycounsel.ubc.ca/policies/faculty-term-appointments-policy/> [↑](#endnote-ref-21)
22. For UBC Policy SC3, refer to <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#endnote-ref-22)
23. For UBC Policy SC6, refer to <https://universitycounsel.ubc.ca/policies/scholarly-integrity-policy/> [↑](#endnote-ref-23)
24. For UBC Policy SC7, refer to <https://universitycounsel.ubc.ca/policies/discrimination-policy/> [↑](#endnote-ref-24)
25. For UBC Policy, SC17, refer to <https://universitycounsel.ubc.ca/policies/sexual-misconduct-policy/> [↑](#endnote-ref-25)
26. For UBC Policy SC18, refer to <https://universitycounsel.ubc.ca/policies/retaliation-policy/> [↑](#endnote-ref-26)
27. For UBC Policy LR2, refer to <https://universitycounsel.ubc.ca/policies/research-policy/> [↑](#endnote-ref-27)
28. For UBC Policy LR11, refer to <https://universitycounsel.ubc.ca/policies/inventions-policy/> [↑](#endnote-ref-28)
29. For UBC Statement on Respectful Environment, refer to https://hr.ubc.ca/working-ubc/respectful-environment [↑](#endnote-ref-29)
30. For the “Professional Standards” document refer to <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf> [↑](#endnote-ref-30)
31. <https://irp.ubc.ca/> [↑](#endnote-ref-31)
32. For UBC Policy SC7, refer to <https://universitycounsel.ubc.ca/policies/discrimination-policy/> [↑](#endnote-ref-32)
33. <https://irp.ubc.ca/> [↑](#endnote-ref-33)
34. For UBC Policy SC7, refer to <https://universitycounsel-2015.sites.olt.ubc.ca/files/2021/10/Discrimination-Policy_SC7.pdf> [↑](#endnote-ref-34)