

UBC Faculty Advertising Checklist

REFERENCES

- [UBC Advertising Guidelines](#)
- [UBC Policy HR11](#)



Part 1: Position Description

- ☐ Anticipated academic rank is indicated
- ☐ Include a statement re: the Track (i.e., Tenure Track/ Grant Tenure Track /Term)
- ☐ Indicate if it is part-time or full-time. If part-time, include hours per week
- ☐ Department/Faculty and Location(s) included (i.e. if working on both campuses, include it)
- ☐ Duties referencing UBC criteria (Teaching, Research & Service) are included
- ☐ Academic background and minimum qualifications the applicant must meet are referenced

Part 2: Department / School Description (optional)

Part 3: Included Statements for Application Submission

- ☐ Anticipated start date of the position is indicated
- ☐ Deadline date for application submission is clearly indicated and will be posted 1 month minimum
- ☐ A name and address to whom applications are directed is included
- ☐ Statement RE: submittal of accompanying documentation (CV, references, etc.)

Part 4: Required Statements for UBC & Service Canada

- ☐ Diversity Statement is included
- ☐ Immigration Statement is included
- ☐ Pay transparency requirements are included

Part 5: Additional Statements (optional)

May include Commitment to Accessibility & Accommodation statement, etc.

Additional Requirements

Position/Ad Approval

- ☐ [Hiring Review Process](#) completed and approved – **UBCO only**
- ☐ Submitted and approved in Workday

Placing the Advertisement

- ☐ Identical wording used in all ads for the relevant position
A truncated ad may be permitted for secondary placements. Please contact FR prior to posting.

All ads must be posted simultaneously a minimum of **1 month**. Tenure stream ads must be posted in **4 places**, and term ads must be posted in **3 places**, placed in:

- ☐ Appropriate websites/publications (e.g. CAUT Bulletin (Canadian Association of University Teachers))
- ☐ A UBC website (Department, Faculty, or UBC Careers website) (insert link)
- ☐ Other journals or publications suited to the area of expertise
- ☐ University Affairs (Association of Universities & Colleges) **required for tenure-stream only**

Copies of the Advertisement

- ☐ Keep copies of ads as they appear in each publication and/or website, including first & last dates posted

Please see UBC Faculty Advertisement Template below for detailed instructions and an outline, including examples and sample phrasing.

UBC Faculty Advertisement Template

REFERENCES

- UBC Advertising Guidelines
- Guide to Equitable Hiring Practices: Faculty Recruitment



Below is a breakdown of an advertisement's key components.

While essential information must be included according to UBC's Advertising Guidelines, there is also flexibility for creativity and additional content.

Rank/Title	Note that 1 advertised position = 1 hire; multiple hires require an ad noting multiple positions available. More than two ranks is not recommended. i.e. <i>Assistant Professor, tenure-track</i>
Department/ School/ Faculty	Include Department or School and Faculty i.e. <i>Department of Arts & Culture District, Faculty of Arts</i>
Location(s)	Include all locations and identify the primary location i.e. <i>UBC Vancouver, UBC (various campuses), UBC Off-Campus Hospital Sites</i>

Part 1: Position Description:

Invites applications for the position, indicating rank & term; academic background/qualifications required; duties per applicable UBC criteria (Teaching, Research, Service)

- a) Rank (Required):** Identify if it is **full-time** or **part-time** (if p/t, include hours per week).
Include a **start date**

Sample phrase

The Department of [insert] in the Faculty of [insert] at The University of British Columbia (UBC) [Vancouver/Okanagan] campus invites applications for a full-time faculty position at the rank of Assistant Professor, tenure-track in the area of [specialty] with an anticipated start date of July 1, 2026 or a date to be mutually agreed upon. [Other areas of expertise in [designation] with a focus on [specialty] may be considered.]

Multiple rank sample phrase

The Department of [insert] in the Faculty of [insert] at The University of British Columbia (UBC) [Vancouver/Okanagan] campus invites applications for a full-time tenure-track position (Assistant or, in exceptional cases, Associate Professor level), in the area of [specialty] with an anticipated start date of July 1, 2026 or a date to be mutually agreed upon.

- b) Education qualifications (Required):** Identify the **minimum** requirement for education

Sample phrase

The successful candidate will hold a Ph.D. (or equivalent) degree, whose primary focus is in [specialties or designations] by the appointment date.

- c) Other required designations (where applicable):** Identify required registrations/licensing

Sample phrases

Must be registered, or be eligible to register, as a Professional Engineer (P.Eng.) with Engineers and Geoscientists British Columbia (<https://www.egbc.ca>) [insert duration i.e. within three years of appointment]

Must be eligible for RN or NP registration with the BC College of Nurses and Midwives [insert duration i.e. within three years of appointment; at the date of hire, etc.]

Must be eligible for registration with the College of Physicians and Surgeons of BC [insert duration i.e. within three years of appointment; at the date of hire, etc.]

d) Experience (Required): Highlight minimum/essential qualifications with words such as “must/required/demonstrated”

Optional: Desirable qualifications includes words such as “should/desirable/asset/may”

Sample Phrases for Minimum Qualifications

Related to teaching/supervision

Must show potential for exceptional communication and teaching skills; a demonstrated excellence in teaching at both the undergraduate and graduate level and supervision of undergraduate and graduate students; a proven record of excellence in teaching; expected to participate fully in graduate supervision.

Related to research

Must provide a strong record of research productivity commensurate with their experience; demonstrated ability to establish a successful research program; is expected to develop innovative and internationally recognized research programs; expected to obtain external funding.

Department participation, collegiality

Expected to actively participate in departmental activities, service, events, and initiatives.

Leadership or responsibilities outside of research and teaching

Must possess strong communication, leadership, administrative, and collaboration skills; will lead recruitment of XX and YY for the program; build a strong research and education program in XX-ZZ; maintain reputation of the program/dept as the leader in ...; visionary, dynamic, and collaborative leader; proven leadership or administrative experience, or have demonstrated potential for such skills in other ways; responsibilities in working with external unit or body.

Strategic areas, including diversity

Experience/expertise in area XX or applied/implementation in YY; Interact effectively with other programs/depts/schools etc. (specify); Collaborate/interact effectively with external bodies (specify); Particularly encourage scholars of indigeneity, racialization, and colonization. Candidates working in any part of the world will be considered.

Sample phrases on Chair nomination

The successful candidate is expected to have demonstrated research potential strong enough for a promising nomination as Canada Research Chair, evidenced by publications in top venues (conferences or journals) within the area of [specialty]. The successful candidate will be nominated for a Tier 1 Canada Research Chair which includes research funding for at least [five] years. [insert more about the CRC, other Chairships]

Optional desirable qualifications above the minimum: Relevant postdoctoral or industrial experience is highly desirable. See also optional statements in Part 5.

Part 2: Description of Department/ School/Locations

a) Organizational Status (Required)

Describe how equity, diversity, inclusion and accessibility considerations will be relevant to the position’s relationships, interactions, and liaisons with other functions. Refer to the [Guide to Equitable Hiring Practices: Faculty Recruitment](#).

b) Location (Required) if not stated previously

Sample phrases

The successful candidate will have ample opportunities for collaboration with basic and clinical researchers in the Faculty, other major basic science and health science faculties, clinical centres, core research facilities, and external partners (e.g., BC Cancer Research Centre, St Paul’s Hospital, and BC Women’s & Children’s Hospital).

While based at UBC Okanagan, the faculty member is expected to seek, secure, and support collaborations with the Vancouver campus and be prepared to collaborate with the Michael Smith Laboratories (MSL).

c) About UBC: Strengths and priorities of Dept/School/Faculty, what UBC offers (Optional)	
<p>Sample phrases</p> <p><i>The University of British Columbia (UBC) is a global centre for research and teaching, consistently ranked among the top 20 public universities in the world. At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.</i></p> <p><i>UBC attracts a high-quality diverse student body.</i></p> <p><i>UBC is located in Vancouver; often tops the list in the best places in the world to live; a vibrant and culturally diverse city situated between mountains and the Pacific Ocean; near Whistler, Seattle, etc.</i></p>	

Part 3: How to Apply (Required)	
Anticipated Start Date	<i>The anticipated start date is [insert date] or a date to be mutually agreed upon.</i>
Duration (if term)	<i>The initial appointment is for [insert number] year[s] with the possibility of renewal subject to availability of funds and work performance.</i>
Deadline Date for Application	<p>Sample phrases</p> <p><i>Closing date for all applications is [insert date]</i></p> <p><i>or</i></p> <p><i>Review of the applications will start from [insert date] and will continue until the position is filled (must be posted 1 month at minimum)</i></p> <p>Optional additional phrases</p> <p><i>The position will remain open past the deadline at the discretion of the search committee.</i></p> <p><i>To ensure full consideration, applications should be complete by this date.</i></p> <p><i>Only completed applications will be considered by the search committee.</i></p>
Submittal of accompanying documents	<p>Applicants must include the following items in their applications [list required documents – sample below]:</p> <ul style="list-style-type: none"> • <i>[Letter of application (1 page)];</i> • <i>Curriculum vitae;</i> • <i>[Five-year research program plan (3 pages)];</i> • <i>[Statement of your philosophy relating to teaching, and the mentoring and supervision of research trainees (1 page)];</i> • <i>[EDID Statement: UBC aspires to promote inclusive excellence by supporting and recognizing efforts to advance equity, diversity and inclusion as well as decolonization (EDID) through the academic ecosystem. Please provide a brief (no more than one page) statement describing your commitments, achievements or interests in equity, diversity, inclusion and/or decolonization in your teaching, scholarly activity, educational leadership, and/or service. Your comments may relate to lived/living experience, professional work or practice, academic and research activities, and/or community-engagement.]</i> • <i>[Copies of up to X key publications as well as a brief (maximum 1-page) summary of these publications outlining the significance, impact, and your contribution.]</i> • <i>[Names and contact information of x referees.]</i>

Where to submit	<p>Indicate if applications must be online, and provide website information.</p> <p>Sample phrase <i>To apply for this position please visit the link [insert link]</i></p>
Who should the applicant direct their application or questions to	<p>Sample phrases <i>Direct the application package to:</i> <i>[Name]</i> <i>[Department]</i> <i>[Email]</i></p> <p><i>Should you have any queries around this position or the recruitment process, please contact the [title] at [email].</i></p> <p><i>Inquiries about the position may be directed to [insert email].</i></p> <p><i>Please visit our website at [insert website info].</i></p>

Part 4: Required statements	
Diversity statement	<p>Required <i>Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.</i></p> <p>For additional/other diversity language, refer to the Guide to Equitable Hiring Practices: Faculty Recruitment found on the UBC Equity & Inclusion Office website.</p>
Immigration statement	<p>Required <i>All qualified candidates are encouraged to apply; however Canadians and permanent residents of Canada will be given priority.</i></p> <p>Optional additional phrase <i>To comply with the Government of Canada's reporting requirements, the University gathers information about applicants' status as either a permanent resident of Canada or Canadian citizen. Therefore, all applications must include one of the following statements in their cover letter:</i></p> <ul style="list-style-type: none"> • <i>I am a citizen or permanent resident of Canada; or</i> • <i>I am not a citizen or permanent resident of Canada.</i>
Pay Transparency	<p>Select one of the following required options to include:</p> <ul style="list-style-type: none"> • Single Salary Amount: <i>a singular expected salary may be posted (e.g., the [budgeted/targeted/expected] salary amount for the position). Do not use the word 'minimum'.</i> • Broad Salary Range: <i>a salary range of up to 50% of the budgeted/targeted salary amount may be posted. Some examples are:</i> -10% (lower end of range) to +40% (upper end of range) -25% (lower end of range) to +25% (upper end of range) -15% (lower end of range) to +35% (upper end of range) • Narrow Salary Range: <i>a salary range that is narrower than 50% of the budgeted/targeted salary amount may be posted. Some examples are:</i> -5% (lower end of range) to +5% (upper end of range) -10% (lower end of range) to +10% (upper end of range)

	<p>-15% (lower end of range) to +5% (upper end of range)</p> <ul style="list-style-type: none"> • Other: Units may want to develop a range using the mean salary for the rank in combination with the standard deviation, a regression analysis, or some other methodology that meets the intention of the legislation. <p>Optional additional phrases:</p> <p><i>Salary will be commensurate with qualifications and experience.</i></p> <p><i>The position is subject to budgetary approval.</i></p>
Applicant diversity survey	Automatically included if posted Workday. Refer to the Guide to Equitable Hiring Practices: Faculty Recruitment found on the UBC Equity & Inclusion Office website.

Part 5: Optional Statements	
Commitment to Accessibility and Accommodation	For specific wording, please refer to the Guide to Equitable Hiring Practices: Faculty Recruitment found on the UBC Equity & Inclusion Office website.
Targeted Employment Equity Groups	For specific wording, please refer to the Guide to Equitable Hiring Practices: Faculty Recruitment found on the UBC Equity & Inclusion Office website.