**TEMPLATE LETTER OF OFFER FOR**

**POSTDOCTORAL TEACHING FELLOWS**

[NOTE: a teaching appointment must be in addition to PDF research appointment]  
*Last updated February 22, 2024 by Faculty Relations. For assistance, contact fr@exchange.ubc.ca*

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Postdoctoral Teaching Fellow

**Department/School/Faculty:** of XX at the **Vancouver/Okanagan** Campus.

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Salary for Period of Appointment:** $ XX

**Appointment**

As a Postdoctoral Teaching Fellow you are an employee of the University and you will be subject to Canadian income tax deductions and you will receive a T4 at year end. This appointment is subject to the approval of the Board of Governors and **[if applicable]** Immigration, Refugees and Citizenship Canada.

**Responsibilities**

Your assigned duties are the teaching of [**course names, numbers and # of credits]**. The term of the appointment also includes all end-of-course work, including any deferred or supplemental examinations that might be required or re-reads that students are entitled to receive. You are expected to meet all grade submission deadlines.

All duties and responsibilities shall be carried out under the direction of your Head. Performance of assigned duties and responsibilities shall be subject to evaluation by your Head.

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to become familiar with the UBC Respectful Environment Statement for Students, Faculty and Staff.[[1]](#footnote-1) 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.

**Compensation**

You understand and agree that UBC will pay you by direct deposit per the enclosed form. We encourage you, if you have not already done so, to review your information in Workday[[2]](#footnote-2) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Safety & Risk Services**

All UBC employees must complete mandatory courses to meet legislative and UBC requirements. These courses are included in the Workday onboarding process and further information on these and other courses can be found on the UBCV Safety and Risk Management Website[[3]](#footnote-3) or UBCO Health, Safety and Environment Website[[4]](#footnote-4).

**Full Agreement**

This letter constitutes the full terms of this employment offer and supersedes all other commitments either written or verbal that may have been made to you by UBC in relation to this teaching appointment. Should you accept this offer, your employment will be governed by UBC procedures and UBC policies[[5]](#footnote-5), noting in particular Policy AP10 on Postdoctoral Fellows, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, and Policy SC3 on Conflict of Interest and Conflict of Commitment. The procedures and policies may be amended from time to time and such amendments are binding upon you.

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.

Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance appraisals and compliance with University of British Columbia agreements and policies.

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 teaching in 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.

Sincerely,

XXX

(Name)

Head of Academic Unit

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

[**Name**] Date of Acceptance

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <https://irp.ubc.ca/> [↑](#footnote-ref-2)
3. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-3)
4. <https://hse.ok.ubc.ca/> [↑](#footnote-ref-4)
5. [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-5)