**TEMPLATE LETTER OF REAPPOINTMENT FOR RESEARCH ASSOCIATES**

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Research Associate with a [**XX** %] appointment

**Department/School:** XX

**Faculty:** XX at the UBC [**Vancouver/Okanagan]** Campus

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Starting Salary:** $ XX per year

**Appointment**

This appointment is subject to the approval of the Board of Governors and the University’s appointment processes and **[if applicable]** Immigration, Refugees and Citizenship Canada (IRCC). The terms and conditions are as follows:

Your hours of work are as follows: [**set out the regular schedule of hours of work established including scheduled coffee and lunch breaks**]. If overtime is required, [**set out the procedure where overtime must be approved by the supervisor in advance**].

**Responsibilities**

Your **Head/Dean** may assign additional teaching duties for which you will receive an additional appointment as a Sessional Lecturer with additional compensation.

All duties and responsibilities shall be carried out under the direction of your **Head/Supervisor** and are subject to evaluation by your **Head/Supervisor**.

Your duties will include:

**[insert description of each bullet item; set out as applicable]**

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.

**[In the case of Foreign Worker recruitment insert]**

**Work Permit**

As a foreign academic, it is your responsibility to ensure that you are legally entitled, pursuant to IRCC’s requirements, to work 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[[2]](#footnote-2). Please visit the Human Resources website[[3]](#footnote-3) 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)[[4]](#footnote-4) or Faculty Relations and Immigration Consultant (UBCO)[[5]](#footnote-5).

**Compensation**

**Salary:**

You may be eligible for any mandated General Wage Increases (GWI) in accordance with PSEC. [Additional optional language: If your appointment extends beyond a year, your salary may, subject to performance and funding availability, increase by up to X% each year, on the date of your appointment.]

**Vacation Entitlement**:

Vacation entitlement is at a minimum two weeks per year with salary and benefits. Vacations are to be arranged with your **Head/Supervisor,** and should normally be taken in the year it is earned. Individuals must take any holidays to which they are entitled within the contract period or prior to any other agreed termination date. For more information, please see the Benefits webpage on vacation entitlement.[[6]](#footnote-6) [Note as of 5 years continuous employment at UBC the vacation entitlement is increased to 3 weeks – update letter accordingly if the appointee has reached the 5-year employment mark]

**Health and Welfare Benefits**: [if appointment is less than 50% FTE please remove this section]

In your position as a Research Associate you continue to be eligible for a comprehensive benefits package. We encourage you to log in to the UBC Workday portal[[7]](#footnote-7) to view your benefit information. For information on the range of benefits available, please see the Benefits website.[[8]](#footnote-8)

**Professional Development Reimbursement Funds:**

Research Associates have access to funding to support professional development that will enhance knowledge, skills or performance.[[9]](#footnote-9)

**Orientation:**

As an ongoing member of the UBC community, we encourage you to explore online information to help you in your continued work at UBC[[10]](#footnote-10).

Information specific to Research Associates is also found online on the Human Resources website[[11]](#footnote-11). Please visit this page to find general information on Research Associate positions.

**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 Safety and Risk Management Website[[12]](#footnote-12)

**Reappointment and Termination**

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

As per Policy AP4, UBC may terminate your employment at any time without cause upon giving prior written notice or payment in lieu of notice, in accordance with the BC *Employment Standards Act*. UBC may terminate your employment at any time for what it considers to be just cause without notice or payment in lieu of notice.

**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[[13]](#footnote-13), noting in particular Policy AP4 on Faculty Term Appointments Without Review, 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.

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.

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

*This Offer Letter was last updated October 8, 2022 by Faculty Relations. For assistance, contact* *fr@exchange.ubc.ca*

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <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> [↑](#footnote-ref-2)
3. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-4)
5. contact Trisha Kasawski [↑](#footnote-ref-5)
6. <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves> [↑](#footnote-ref-6)
7. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/benefits> [↑](#footnote-ref-8)
9. <https://hr.ubc.ca/career-development/funding-employee-development/professional-development-funding> [↑](#footnote-ref-9)
10. [↑](#footnote-ref-10)
11. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-1> [↑](#footnote-ref-11)
12. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-12)
13. [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-13)