**TEMPLATE LETTER OF OFFER**

**FULL-TIME WITH REVIEW FACULTY APPOINTMENTS**

**Instructions (to be deleted before letter is sent to candidate)**

This template letter should be used for all tenure stream appointments.

1. For other appointments, please refer to the offer letter templates on the HR website (<https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-offer-letters>) .
2. For positions in the Educational Leadership stream (i.e., Assistant Professor of Teaching, Associate Professor of Teaching and Professor of Teaching) remove any reference to scholarly activity/research.
3. Please maintain the template letter’s structure, do not move sections.
4. Omit any clauses which do not apply to the particular position; for example, joint appointments, grant tenure references, etc. These clauses are highlighted in yellow.
5. 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.
6. Considerations:
* Ensure that formatting (headings, font usage) and abbreviations usage are consistent throughout.
* Include appropriate, full titles and credentials for those listed as signatories.
* Print on Unit or Faculty Letterhead.
* Ensure that the signature lines are included with the body of the letter, and not by themselves on the last page. If necessary, add some spaces to ensure that the final paragraph of the letter and the signature lines are on the same page.
* Please ensure that you provide the candidate sufficient time to sign within the offer date stated at the end of the offer letter; if the candidate’s signature is after this period, the contract will not be valid.
1. Afteryou’ve drafted your offer letter, consider if you need to request a review by Faculty Relations (UBC-V) or Human Resources (UBC-O). If you have modified the contractual elements of the letter (i.e., substantive changes, rather than just word revisions to make it more personal or less like a “form letter”), we strongly recommend that you request Faculty Relations/Human Resources to review the letter, prior to signing. If you are unsure whether the letter requires a review, contact a Faculty Relations Senior Manager or Advisor. Please note that omissions as applicable do not constitute substantive modifications.
2. Please review and complete the Offer Letter Review Procedures and Documentation and remember to note the salary amount and the rationale for this salary offer.

*The following Offer Letter was last updated January 29, 2024, by Faculty Relations. For assistance, contact* *fr@exchange.ubc.ca**.*

Date

Name

Address

Dear Name,

Further to our recent discussions, I am pleased to extend the following offer to you:

**Rank:** Academic Title of position **XX** **[grant\*/tenured or grant\*/tenure-track]**

**Department/School:** XX

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

**Term appointment Start Date:** Insert Date, **[if applicable]:** or when your work permit has been issued

**Term appointment End Date:** Insert Date

**Starting Salary:** $ XX per year

[\* **Grant tenure (track)** means that your appointment is funded, at least in part, from funds external to the University’s general purpose operating budget and, as per Article 8.02(d) of Part 4 of the Collective Agreement, can only be continued as long as these funds are available.]

[**If a tenured appointment**]

This appointment is subject to the approval of the Board of Governors and the University’s appointment processes and **[if applicable]** Immigration, Refugees & Citizenship Canada (IRCC). For non-residents, continued employment is contingent on you being able to obtain a further temporary work permit (or series of work permits) in order to retain your position and remain legally working in Canada.  To avoid uncertainty and the possibility that regulations might change, we recommend that you initiate an application for Canadian Permanent Resident status as soon as possible after taking up your appointment.

[**If a not-yet tenured appointment**]

This appointment is subject to the approval of the Board of Governors to the University’s appointment processes and **[if applicable]** Immigration, Refugees & Citizenship Canada (IRCC). For non-residents, continued employment is contingent on you being able to obtain a further temporary work permit (or series of work permits) in order to retain your position and remain legally working in Canada. To avoid uncertainty and the possibility that regulations might change, we recommend that you initiate an application for Canadian Permanent Resident status as soon as possible after taking up your appointment.

**[In the case of an Appointment Conditional on Receipt of Terminal Degree**

This appointment is conditional upon your completing the requirements for your **[appropriate terminal degree (Ph.D.*,* Ed.D., etc.)]** by the start date of your appointment. We encourage you to make this a priority; however, if you have not completed your **[terminal degree]** by this date, you will initially be appointed for a period of two years (July 1, 202X to June 30, 202X) as an **[Acting Assistant Professor or Acting Assistant Professor of Teaching]**. Once your **[terminal degree]** has been completed, you can choose if the tenure clock starts July 1 of the year of completion or at the beginning of the Acting appointment. As soon as you have completed the requirements for the **[terminal degree]**, your appointment will be converted to that of an **[Assistant Professor or Assistant Professor of Teaching]**. You must complete the requirements for your **[terminal degree]** byJune 30, 202X **[insert end of the initial 2 years as above]** in order to have your appointment converted.

**(In the case a start date other than July 1)**

Please modify the wording in the appointment section as necessary to reflect the adjusted time period of the initial appointment. For an appointment starting January 1, the initial appointment would be four and a half years, or in the case of the Acting Assistant Professor or Acting Assistant Professor of Teaching appointment, two and a half years. For example, “…you will be appointed initially for a period of two and a half years (January 1, 2024 to June 30, 2026) as an Acting Assistant Professor…”. For an appointment starting September 1, the initial appointment would be 3 years and 10 months, or in the case of the Acting Assistant Professor or Acting Assistant Professor of Teaching, 22 months. For example, “...you will be appointed initially for a period of 22 months (September 1, 2024 to June 30, 2026) as an Acting Assistant Professor of Teaching...”.

**Appointment**

The terms and conditions of your appointment are as follows:

You will be a member of the Department of XX. This means that your salary, reappointment, tenure and promotion review, assignments to duties (including teaching), space allocations, other technical support, and secretarial support, etc., will be the responsibility of your **Head/Director.**

**For any position without tenure:**

The University has established reviews to assess your progress towards tenure and to set goals and expectations for the following year. The tenure clock may be extended following maternity, parental or adoption leave.

**If Tenure Track Assistant Professor:** As your appointment is **grant**/tenure track, your initial appointment will end on June 30, 202X [**4 years from the July 1 of the year of hire**]. You will be reviewed for reappointment in your fourth year for a second 4-year term. Your mandatory tenure review would occur no later than year seven of your tenure clock start date[[1]](#footnote-1). The schedule attached to this letter outlines these dates for you. You should become familiar with all Department and University criteria, procedures and schedules relating to the reappointment, tenure and promotion process.[[2]](#footnote-2) Please note that the University can bring you forward for promotion in any year, with your agreement. If the promotion review is successful, **grant tenure**/tenure is awarded automatically.

**If Tenure Track Associate Professor:** As your appointment is **grant/**tenure track, your initial appointment will end on June 30, 202X [**3 years from the July 1 of the year of hire**]. It is expected that you will be reviewed for tenure in your third year. However, if you are not reviewed for tenure then, you will be reviewed for reappointment in your third year for another 3-year term. Your mandatory tenure review would occur no later than 202X/202X (**insert date**) (i.e., year five of your appointment). The schedule attached to this letter outlines these dates for you. You should become familiar with all Department and University criteria, procedures and schedules relating to the reappointment, tenure and promotion process[[3]](#footnote-3). Please note that the University can bring you forward for promotion in any year, with your agreement. If the promotion review is successful, **grant tenure**/tenure is awarded automatically.

**If Tenure Track Assistant Professor of Teaching:** As your appointment is grant/tenure track, your initial appointment will end on June 30, 202X [**3 years from the July 1 of the year of hire**]. You will be reviewed for reappointment in your third year for another 3-year term. Your mandatory tenure review would occur no later than year five of your tenure clock start date[[4]](#footnote-4). The schedule attached to this letter outlines these dates for you. You should become familiar with all Department and University criteria, procedures and schedules relating to the reappointment, tenure and promotion process.[[5]](#footnote-5) Please note that the University can bring you forward for promotion in any year, with your agreement. If the promotion review is successful, **grant tenure**/tenure is awarded automatically.

**For tenured Associate Professor and Associate Professor of Teaching positions:**

Your appointment is a tenured appointment. The University has established reviews to assess your progress towards promotion. You should become familiar with all Department and University criteria, procedures and schedules relating to the promotion process[[6]](#footnote-6). Please note that the University can bring you forward for promotion in any year, with your agreement.

**For tenured Professor and Professor of Teaching positions:**

As a tenured faculty member, your performance will be reviewed annually to set goals and expectations for the following year.

**For Joint Appointments:**

[Administrators: If this is a joint appointment, please review the Joint Appointment Agreement Checklist and include the terms of reappointment, tenure and promotion, after the statement below noting the joint appointment. Please make necessary changes to the following paragraph on Responsibilities: Teaching, Research and Service so that it properly references both unit Heads as appropriate.

You will hold a joint appointment in the Departments of \_\_\_\_ (**XX**%) and \_\_\_\_ (**XX**%). For administrative purposes and other matters, the **[Department]** is designated as your home department.

**Responsibilities**

You will be expected to maintain an active research and scholarly program, to participate fully and with distinction in both undergraduate and graduate student education, as needed, and to carry out your share of advising duties and committee assignments. All duties and responsibilities and the assignment of space, technical and administrative support, shall be carried out under the direction of your **Head/Director** and are subject to evaluation by your **Head/Director**.

Your duties will include:

**[Insert description of each bullet item; set out as applicable to rank**, **for example, for Assistant Professors:**

* **Teaching:** Teaching responsibilities for the Department may change over time and will be assigned by your **Head/Director** as determined by the needs of the Department. Teaching includes but is not limited to a range of activities including scheduled courses and undergraduate and graduate supervision. As we discussed, next year you will teach (**insert course assignment**). For the next two years of your appointment, you will teach [**insert appropriate and or agreed upon number of courses].** Thereafter, your teaching load will be based on the needs of the department and the normal teaching load for Assistant Professors.
* **[if the Head is offering a teaching reduction, include this sentence:** This teaching reduction is for the first two years of your appointment and is intended to assist you in establishing your research program at UBC and you are expected to apply for a [**insert applicable grant]** within the first two years of your appointment.
* **Research:** Your research responsibilities include the development of an independent line of scholarly activity and publications in important journals of your field, disseminated and adopted by others, or influencing the nature of practice in your field. Responsibility for research varies according to rank and should be consistent with departmental norms and needs.
* **Service:** Participation inservice activities at all levels within the University and in scholarly/professional communities is important and we encourage you to be fully engaged in service. As an Assistant Professor, your involvement with such activities may be of a lesser degree with the understanding of greater involvement over time. Increased levels of academic service are expected of more senior faculty, with Professors showing the greatest involvement.

**For example, for Assistant Professor of Teaching; modify as applicable to rank:**

* **Teaching:** Teaching responsibilities for the Department may change over time and will be assigned by your **Head/Director** as determined by the needs of the Department. As we discussed, next year you will teach (**insert** course assignment). For the following year of your appointment, you will teach [**insert appropriate and or agreed upon number of courses].** Thereafter, your teaching load will be based on department needs and the normal teaching load of [**insert number]** for an Assistant Professor of Teaching.
* **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. [Add in particular duties here if applicable, such as a particular program or particular curriculum renewal responsibilities].
* **Service:** Participation inservice activities at all levels within the University and in scholarly/professional communities is important and we encourage you to be fully engaged in service. Initially, as an Assistant Professor of Teaching, your involvement with such activities may be of a lesser degree with the understanding of greater involvement over time. Increased levels of academic service are expected of more senior faculty, with Professors of Teaching showing the greatest involvement.

In accordance with University Policy HR1[[7]](#footnote-7), you are responsible for maintaining a current record of your academic and administrative activities in the form of Curriculum Vitae [[8]](#footnote-8) in accordance with the University format. A Teaching Dossier should also be prepared and kept up to date. These career records may include other documents which the University considers relevant to your academic career. You agree to make such documents available to the Heads of your Department and to other authorized representatives of the University upon request.

In accordance with UBC Policy SC3[[9]](#footnote-9), you must maintain up-to-date Conflict of Interest and Conflict of Commitment declarations[[10]](#footnote-10).

As a faculty member, 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 will be governed by the Collective Agreement between UBC and the UBC Faculty Association[[11]](#footnote-11), UBC procedures and UBC policies[[12]](#footnote-12), noting in particular, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, Policy LR11 on Patents and Licensing and Policy SC3 on Conflict of Interest and Conflict of Commitment. The Agreement, procedures and policies may be amended from time to time and such amendments are binding upon you.

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.[[13]](#footnote-13) 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.

As a new 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, if applicable, supporting documentation from IRCC.

**[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[[14]](#footnote-14). Please visit the Human Resources website[[15]](#footnote-15) 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)[[16]](#footnote-16) or Faculty Relations and Immigration Consultant (UBCO)[[17]](#footnote-17).

**Compensation**

**Salary Increases:**

Your salary will be increased, as are the salaries for all full-time faculty members, in accordance with the Collective Agreement between UBC and the UBC Faculty Association. Based on your performance of your professional responsibilities, you will be eligible to be considered for annual salary increases such as career progress increments (CPI), merit and performance salary adjustments.

As well, you may earn up to a maximum of 1/6th of your total compensation (excluding

benefits) from research contracts, grants, or other sources, where explicitly allowed, through honoraria. Please refer to the University’s Policy LR2 on Research[[18]](#footnote-18).

**No Prior Service in Rank** **(if applicable**)

It is the practice of the University that years served in an equivalent rank at another academic institution be counted in determining where a new faculty member should begin on the University's Career Progress Increment Scale. Since you have not accumulated any years of service in the rank of (insert appropriate rank), you will be placed at year 0 on the CPI scale and will receive X units of CPI (2 units if Assistant Professor; 1.5 if Associate Professor; and 1 unit if Professor) for year 1, effective July 1, 202X, provided that your performance is satisfactory.

**Prior Service in Rank: (if applicable)**

It is the practice of the University that years served in an equivalent rank at another academic institution be counted in determining where a new faculty member should begin on the University's Career Progress Increment Scale. From your Curriculum Vitae, we have determined that you have [**insert if applicable**]: accumulated (**insert** #) years in the rank of (**insert** *academic rank*) at (**insert***previous university*). Therefore, you will start at "Year (#)" on the University’s Career Progress Increment Scale for a (an) (**insert** *academic rank*). This means that you will receive \_\_ units of CPI for Year (#), effective July 1, 202X, provided that your performance is satisfactory. Please note that your prior service does not affect your tenure clock or count towards study leaves.

**Vacation Entitlement**:

Typically, vacation is one month of paid leave each year[[19]](#footnote-19). Vacation 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. Vacations are to be arranged with your **Head/Director**.

**Study Leave:**

For information about eligibility for, the requirements of and salary while on study leave, please refer to the Collective Agreement between UBC and the UBC Faculty Association, Leaves of Absence[[20]](#footnote-20).

**Professional Development Fund:**

The Professional Development Reimbursement (PDR) 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 more information about PDR funds, please see the PDR Information on the Human Resources website[[21]](#footnote-21). Note that the University 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.

**Tuition Waivers:**

Tenure Stream Faculty members and their dependent children are eligible for tuition waivers. For more information about your tuition waiver benefits please refer to the Human Resources website[[22]](#footnote-22).

**[if UBC Vancouver Campus] Faculty Home Ownership Program (FHOP):**

As a new full-time tenure or tenure track faculty member at the University of British Columbia - Vancouver campus, you are eligible to apply for programs to assist with home ownership. These are available towards the purchase of a principal, and only, residence within the Metro Vancouver area.

**Down Payment Assistance Program (DPA):**

The DPA is a one-time loan that is forgiven over 5 years and is a taxable employment benefit during that period as per Canada Revenue Agency (CRA) guidelines. Access to this program is not limited to a pre-determined number of spots and there is no academic or strategic merit review or competition required. However, faculty members must elect to access the program within the ten-year period following the start date of their initial University appointment in an eligible rank, or 6 months prior to their start date. **If the incumbent is not local to Vancouver, consider adding the following:** *There is also the possibility of on-campus faculty and staff rental housing, and you can put your name on the* [*wait list*](https://www.villagegatehomes.com/wait-list-application/) *if interested. For further assistance, please* [*contact*](http://www.hr.ubc.ca/housing-relocation/contact/) *UBC Housing and Relocation.*

**[This option may not be applicable and can be omitted] Prescribed Interest Rate Loan Program (PIRL)**

The PIRL provides approved faculty with a one-time repayable 15-year loan at the CRA prescribed interest rate. This is a limited access program where a limited number of applicants are evaluated and approved based on strategic merit. There is no time limit within which an eligible faculty member may apply, however individuals must have been in an eligible position for at least one full year before they can apply.

Details regarding assistance with home ownership, including eligibility requirements, terms and conditions, as well as links to applications forms are available from [UBC Housing and Relocation](http://www.hr.ubc.ca/housing-relocation/fhop/) [[23]](#footnote-23).

**Relocation & Travel Allowance:**

UBC will provide you with an allowance of up to $XXX (*depends on family status, see table in the policy’s procedures)* for the relocation of your household and personal effects and professional equipment as well as your travel expenses. This amount can be applied to a broad range of expenses related to your relocation to Vancouver/Kelowna. Before incurring expenses, please review the Relocation Policy for Faculty Members and Senior Staff website for information regarding eligibility guidelines[[24]](#footnote-24). Please refer to UBC policy HR6 for details on moving companies[[25]](#footnote-25).

* **For amounts in excess of Policy HR6 allowance: Administrators – determine whether the amount is in accordance with Policy HR6 or if it’s in excess – either way, choose the appropriate paragraph – either as above or below – delete whichever one is not applicable.**

We will provide you with an allowance of up to $XXX for the relocation of your household and personal effects and tools of the trade as well as your travel expenses to Vancouver/Kelowna within the guidelines of eligible expenses and limits set out in the UBC relocation and the travel expenses policies.

**Relocation Services: [if applicable]**

**[UBC Vancouver campus only]** For broader concierge support on the many other important details associated with relocation ranging from information on housing, neighbourhoods, schools, healthcare, immigration, and local community questions, contact the Housing & Relocation Services office. The office provides free help for a smooth transition of new faculty, postdoctoral fellows, staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighborhoods. For more information, please visit the Human Resources [website](http://www.hr.ubc.ca/housing-relocation/)[[26]](#footnote-26).

**[UBC Okanagan campus only]** You will find useful information at the Welcome & Relocation Services website. Human Resources helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families who are relocating from outside Kelowna to the UBC community and Kelowna neighborhoods. For more information, please visit the Welcome & Services website[[27]](#footnote-27).

**Office/Research Space: [If applicable]**

The following space will be allocated to you upon your appointment: (*describe room* *numbers, location, if known etc.*)

**Start-up Funds/Equipment: [if applicable]**

The following start-up funds/equipment will be provided to you upon your appointment: list details. Any equipment purchased will be the property of the University.

**Administrative Support: [if applicable] a**dministrative support personnel will be provided to you upon your appointment: list details.

**Health and Welfare Benefits:**

As a new UBC tenured (or tenure-track) faculty member you are eligible for a comprehensive benefits package. Benefit enrollment which is part of the onboarding process is done online via UBC’s portal[[28]](#footnote-28). You will be provided with access to Workday closer to your start date and will receive information and instructions regarding the onboarding process. Information on the range of benefits available is provided on the Benefits website[[29]](#footnote-29). For information about the Pension Plan, please see the Faculty Pension Plan website[[30]](#footnote-30).

**Orientation**

As a new faculty member, we encourage you to explore online information to help you get started at UBC[[31]](#footnote-31). ￼This online orientation for faculty and staff is designed to walk you through the orientation process, as well as to help you learn more about UBC and the resources and opportunities available to you.

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various system & services, including the Workday portal:

* If you were previously issued a CWL account for any reason, please sign onto [www.myaccount.ubc.ca](http://www.myaccount.ubc.ca) to check if our employee ID number is in the list of affiliations. If it is not, contact IT Services at 604.822.2008 to have them affiliate your employee ID number.
* If your employee ID number is already affiliated there is nothing further to do.
* If you do not have any type of CWL one will be automatically generated for you. Please look out for an automated email with further instructions.

We encourage you to review your information in Workday[[32]](#footnote-32) 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 Safety and Risk Management Website.[[33]](#footnote-33)

**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.

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 review the contents of this letter carefully. If you are in agreement with the terms and conditions of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than **[date prior to the start 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/Director 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

**Tenure, Promotion, and Reappointment Schedule for Dr. Name**

***[Adjust dates if different start dates or obtain new schedule for different ranks]***

The tenure clock may be extended following maternity, parental or adoption leave.

The academic year begins July 1st and ends June 30th.

|  |  |
| --- | --- |
| **Scheduled Activity** | **Effective Date(s)** |
| Initial *grant/tenure track Assistant Professor* appointment at UBC | July 1, 2024 | to | June 30, 2028 |
| Start date of tenure clock*(The tenure clock start date is July 1st of the year of hire to a tenure/tenure-track appointment. Candidates converting from an Acting appointment to a tenure-track appointment may elect a tenure clock start date of July 1st of the year of hire to their Acting appointment.[[34]](#footnote-34)*  | July 1, 2024 |
| Year in rank for purpose of placement on the CPI scale | 0 |
| Start date of study leave accrual*(Based on the first day of service to the University)* | July 1, 2024 |
| Reappointment Review | 2027/2028 |
| Reappointment | July 1, 2028 | to | June 30, 2032 |
| Mandatory Review for Promotion/Tenure | 2030/2031 |
| If *Grant Tenure/Tenure* Denied, Final Year | 2031/2032 |

**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[[35]](#footnote-35) 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

*The signed form is to be provided to the department where it will be kept on record*

1. *Pre-tenure candidates electing to change the tenure clock start date to July 1 of the year of hire to the Acting Assistant Professor or Acting Assistant Professor of Teaching appointment must do so, in writing, prior to the start of their tenure-track appointment.* [↑](#footnote-ref-1)
2. See Articles 4 and 5 of the *Agreement on Conditions of Appointment for Faculty* (<https://hr.ubc.ca/working-ubc/faculty-collective-agreement>) and the Guide to Reappointment, Tenure and Promotion Procedures at UBC [https://hr.ubc.ca/sites/default/files/documents/SAC Guide.pdf](https://hr.ubc.ca/sites/default/files/documents/SAC%20Guide.pdf) [↑](#footnote-ref-2)
3. See Articles 4 and 5 of the *Agreement on Conditions of Appointment for Faculty* (https://hr.ubc.ca/working-ubc/faculty-collective-agreement) and the Guide to Reappointment, Tenure and Promotion Procedures at UBC ([https://hr.ubc.ca/sites/default/files/documents/SAC Guide.pdf](https://hr.ubc.ca/sites/default/files/documents/SAC%20Guide.pdf) ) [↑](#footnote-ref-3)
4. *Pre-tenure candidates electing to change the tenure clock start date to July 1 of the year of hire to the Acting Assistant Professor or Acting Assistant Professor of Teaching appointment must do so, in writing, prior to the start of their tenure-track appointment.* [↑](#footnote-ref-4)
5. Same as footnote above [↑](#footnote-ref-5)
6. Same as footnote above [↑](#footnote-ref-6)
7. <https://universitycounsel.ubc.ca/policies/cv-policy/> [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-tools-forms-and-checklists> [↑](#footnote-ref-8)
9. <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#footnote-ref-9)
10. For information on COI / COC declarations, refer to the UBC Office of Research Services website at [ors.ubc.ca](http://www.ors.ubc.ca). [↑](#footnote-ref-10)
11. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement> [↑](#footnote-ref-11)
12. [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-12)
13. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-13)
14. <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> <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01> [↑](#footnote-ref-14)
15. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-15)
16. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-16)
17. contact Trisha Kasawski [↑](#footnote-ref-17)
18. <https://universitycounsel.ubc.ca/policies/research-policy/> [↑](#footnote-ref-18)
19. <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation> [↑](#footnote-ref-19)
20. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement>, Part 3, Article 2 [↑](#footnote-ref-20)
21. <https://hr.ubc.ca/managers-admins/team-and-professional-development/professional-development-reimbursement-fund> [↑](#footnote-ref-21)
22. <https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waiver/faculty-and-academic-executive> [↑](#footnote-ref-22)
23. <https://hr.ubc.ca/working-ubc/finding-housing/faculty-home-ownership-program> [↑](#footnote-ref-23)
24. <https://hr.ubc.ca/careers-and-job-postings/relocation-services/moving-faculty-and-senior-management/relocation> [↑](#footnote-ref-24)
25. <https://hr.ubc.ca/careers-and-job-postings/relocation-services/moving-faculty-and-senior-management/moving-companies> [↑](#footnote-ref-25)
26. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-26)
27. <https://hr.ubc.ca/working-ubc/finding-housing> [↑](#footnote-ref-27)
28. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-28)
29. <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost/faculty-postdoctoral-fellows-employees-and> [↑](#footnote-ref-29)
30. <https://faculty.pensions.ubc.ca> [↑](#footnote-ref-30)
31. <https://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#footnote-ref-31)
32. <https://irp.ubc.ca/> [↑](#footnote-ref-32)
33. <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers> [↑](#footnote-ref-33)
34. *Pre-tenure candidates electing to change the tenure clock start date to July 1 of the year of hire to the Acting Assistant Professor or Acting Assistant Professor of Teaching appointment must do so, in writing, prior to the start of their tenure-track appointment.* [↑](#footnote-ref-34)
35. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-35)