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| G:\FR\Faculty Relations\FR Secretary\07 UBC Branding\Logos\Print and Publishing Files\1_2016_UBCStandard_signature\B_Black\1_2016_UBCStandard_Signature_BlackRGB300.jpg | **UNIVERSITY OF BRITISH COLUMBIA - FACULTY RELATIONS** |
| Vancouver CampusPhone: (604) 827-1010 | Okanagan CampusPhone: (250) 807-9839 |
| Email: fr@exchange.ubc.ca[www.hr.ubc.ca/faculty\_relations/](http://www.hr.ubc.ca/faculty_relations/) |

## YEARS IN RANK FORM

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| **EMPLOYEE INFORMATION** |
| Name: |       |
| Department(s): |       |

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| **PRIOR EQUIVALENT EXPERIENCE** |
| Previous Employer(s):  |       |
| Rank/Title, Unit/Dept: |       |
| Start and End Dates: |       |
| Years in Previous Equivalent Rank: |       |
| Equivalent UBC Rank: |       |
| Rationale for Placement: |       |

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| **DIRECTIONS FOR COMPLETION**  |
| * Must be completed for every new tenure stream and Lecturer appointment.
* Prior experience is used for placement on the Career Progress Increment (CPI) Scale.
* Summarize prior work experience, complete the authorization section and upload to Workday in the Hire process.
* Equivalent ranks will need to be considered if the individual has held positions in countries where the nomenclature for ranks is different from that in Canada, or if the individual has held an appointment where, for salary purposes, they have been treated as if they are in a particular rank (such as an NSERC fellow).
* Placement on the CPI scale must be taken into consideration when determining starting salary.
* Time spent as a Postdoctoral Fellow, Research Associate or Sessional Lecturer should **not** be counted.
* Please ensure that the faculty member is advised in writing (include in the offer letter), of their years in rank for career progress purposes.
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# Signature of Head/Dean

Please contact Faculty Relations at fr@exchange.ubc.ca if you require clarification.