Welcome to our 6th edition of the Faculty Relations Newsletter! The Newsletter is an opportunity to update you on faculty issues and to answer commonly asked questions. We welcome any comments or suggestions for improvement. The Newsletters are also available at [www.hr.ubc.ca/faculty_relations/](http://www.hr.ubc.ca/faculty_relations/).

**THIRD PARTY LIABILITY, FACULTY MEMBERS AND THE UNIVERSITY**
We are often asked what happens if a faculty member or a head is sued in the course of their duties performed on behalf of the University. The University has a General Insurance Program that protects all faculty members from claims made against them by third parties. As a result, a faculty member will not be held personally liable if engaged in activities on behalf of the University at the time of the alleged incident. The insurance pays a faculty member’s legal fees in defending a claim, as well as any resulting damages. However, it is important to note that third party liability insurance applies only to acts arising out of the normal course of employment. To illustrate, legal fees relating to an allegation of defamation regarding comments made in the course of a lecture would be covered by the University whereas fees relating to an allegation of sexual harassment or theft may not be.

**UBC’S PEOPLE PLAN**
Help us create the extraordinary at UBC! UBC’s People Plan is designed to assist the University in attracting and retaining the best people in the world. Currently, the People Plan is a discussion paper and a starting point for a journey that began in 2002, when there was a commitment by the UBC community to support and improve people practices at UBC. The discussion paper is now in the consultation process phase and we are actively seeking input from faculty, staff, and student employees. Visit [www.peopleplan.ubc.ca](http://www.peopleplan.ubc.ca) to review the People Plan discussion paper and share your thoughts by completing an Online Survey, e-mailing your comments using the Open Comment online form, or by registering for a Focus Group. For more information about the People Plan, visit our website or e-mail people.plan@ubc.ca.

**BENEFITS AND OFFER LETTERS**
All administrators should be aware of the new online enrollment service for payroll and the applicable pension and benefits for new faculty members. Just a reminder that a paragraph describing this service is to be included in all offer letters. A copy of a preformatted paragraph was recently forwarded to all administrators. In addition, we have developed offer letter templates for most appointment categories. These templates are available on our website: [www.hr.ubc.ca/faculty_relations/recruitmentguide/offerletters.html](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/offerletters.html). Please note that these templates are not mandatory but are examples of best practice. If your department already has an offer letter template in use, please review your template to ensure that your information is current and please add the enrollment paragraph.

**IMMIGRATION INFORMATION FOR INCOMING FOREIGN FACULTY MEMBERS**
We are pleased to announce that we have updated the immigration information on our website: [www.hr.ubc.ca/faculty_relations/immigration/](http://www.hr.ubc.ca/faculty_relations/immigration/). We encourage you to become familiar with the updated website and the different immigration requirements for different types of foreign faculty members – and please refer incoming faculty to our updated website.
**RESEARCH ASSOCIATES AND MINIMUM SALARIES**
Under [University Policy #30](#), Classification of Research Staff, full-time Research Associates are to be paid the negotiated minimum salary for sessional lecturers. This amount is currently $45,000 per annum, and we encourage all faculties to pay their Research Associates this minimum amount. If the supervisor cannot meet the minimum salary, other appointment categories may need to be considered.

**HONORARIA**
Honoraria are taxable but do not attract pension or benefits. Administrators should therefore ensure that honoraria for UBC faculty members are processed through payroll to allow for appropriate tax deductions. Lump sum honoraria for salaried faculty members must be processed using a payroll timesheet (not a Requisition for Payment) using the earnings code “HN1” and account code 522000. Ongoing honoraria payments must be processed on a faculty appointment form using the “HON” earnings code. Payments of $4500 and above must be authorized by Faculty Relations. Please refer to our website for further details: [www.hr.ubc.ca/faculty_relations/compensation/salaries/honoraria.html](http://www.hr.ubc.ca/faculty_relations/compensation/salaries/honoraria.html).

**NEW PASSPORT REQUIREMENTS**
All faculty members should be aware that there are new passport requirements for entry into the United States. The Western Hemisphere Travel Initiative (WHTI) will be implemented in stages over the next two-year period. The point at which a passport will become mandatory to enter the United States varies depending on your citizenship and destination. For more information please check directly with the US State Department at [www.state.gov](http://www.state.gov).

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT – BORROWING AHEAD**
Certain faculty members are entitled to "borrow" against future entitlement for the next five academic years (July 1 – June 30), including the current year (for a maximum of 5 years). Members who are entitled to borrow ahead cannot borrow past the end date of their current appointment. Borrowing creates an entitlement deficit which is repaid through future service. Faculty members who borrow ahead and subsequently leave UBC for any reason, including resignation, retirement, or termination, must repay their entitlement deficit. For more information visit our website: [www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html](http://www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html).

**RECRUITMENT GUIDELINES**
We know that it’s recruitment season again and we would like to remind those involved in the recruitment of new faculty members that details on the recruitment process are available on our website at: [www.hr.ubc.ca/faculty_relations/recruitmentguide/](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/). Selection committees should review these guidelines to ensure that the recruitment is fair, equitable and successful. Refresher courses are available upon request.

**BARGAINING PREPARATION HAS BEGUN!**
Our current Collective Agreement with the Faculty Association will expire on June 30, 2006 and we have already begun preparing for the next round of bargaining. Crucial to our preparation is hearing from Deans, Heads and Directors on what is and isn’t working with the day-to-day implementation of our Collective Agreement and its various components. If you are interested in participating in a focus group to help us identify the areas on concern, or if you wish to provide comments via email, please contact Tammy Brimner at tammy.brimner@ubc.ca.

**TENURE AND PROMOTION WORKSHOP FOR NEW FACULTY**
An invitation will be sent shortly to new faculty to attend a tenure and promotion workshop. The workshop is to be held on Tuesday, November 8th from 3-6pm at St. John’s College. Details will be available shortly at [www.hr.ubc.ca/faculty_relations/orientation/](http://www.hr.ubc.ca/faculty_relations/orientation/).