**TEMPLATE LETTER OF OFFER FOR ASSOCIATE DEAN APPOINTMENTS**

*The following Offer Letter was last updated January 13, 2025. For assistance, contact* [*fr@exchange.ubc.ca*](mailto:fr@exchange.ubc.ca)

[Date]

[Name]

[Address]

Dear [Name]:

I am pleased to extend the following offer to you:

**Position:** Associate Dean

**Faculty**: [Name of Faculty] at the [Vancouver or Okanagan] Campus.

**Effective Date**: [Date]

**Term appointment Start Date:** [Date]

**Term appointment End Date:** [Date normally a 3 or 5 year term]

**Administrative Stipend:** $[amount] (in addition to the base professorial salary provided by your academic unit(s)).

**Other compensation [optional]** You will be granted a teaching release during the x/y academic year, and/or will receive research funding in the amount of $

**Appointment**

This Letter of Agreement (“Agreement”) outlines the terms and conditions of the Appointment.

**Responsibilities**

As Associate Dean, you will report directly to the Dean of [Name of Faculty]. In consultation with the Dean, you will assist in advancing the Faculty’s programs and activities, making recommendations to the Dean on matters pertaining to the Faculty and such other duties as may be assigned by the Dean. Your duties and responsibilities as Associate Dean will also include [terms and conditions specific to the position]:

* [include additional bullet points, as required.]

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to provide leadership in encouraging a respectful and diverse work and learning environment. In this position you will be included in sensitive and strategic discussions concerning budgets, strategic plans, faculty members, etc., and discretion and confidentiality are expected at all times.

In addition, as in your professorial role, you will be bound by all the University’s procedures and policies whether those procedures and policies are already or subsequently adopted by the University, including the University’s Respectful Environment Statement. 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. The University’s procedures and policies may be amended from time to time, and such amendments are binding upon you.

Your performance as Associate Dean (and any Professoriate responsibilities you maintain) will be reviewed annually by the Dean.

Given your duties as Associate Dean, your responsibilities as a faculty member will be modified as follows: [**Insert modifications or state that this is to be determined between you and the Dean**]

The Academic Leadership Development Program (ALDP) is a leadership program offered by the University to help you succeed in your new role. In our commitment to fostering leadership excellence, you are invited to participate in ALDP. Participation includes both online learning and in-person engagement, that will include full-day and monthly learning sessions. You will also have access to a dedicated Academic Leadership Coach for up to six one-hour sessions. Participation and engagement with these resources is strongly recommended and encouraged. For details of the program and to enroll for the upcoming year, please contact [[aldp.program.manager@ubc.ca](mailto:aldp.program.manager@ubc.ca) at UBCV or [ubco.hr@ubc.ca](mailto:ubco.hr@ubc.ca) at UBCO].

**Compensation and Benefits**

**Remuneration:**

In addition to your professorial salary, you will receive an administrative stipend. This stipend is taxable income and will attract UBC pension and benefits. Your position of Associate Dean is excluded from the faculty bargaining unit. You continue to be eligible for any mandated General Wage Increases to your professorial position (but such increases will not be applied to your administrative stipend), and in addition your salary will be increased as follows:

**Options for language;**

* your salary will be increased by not less than what you would have received had you been a member of the bargaining unit; or
* a merit-based increase up to 2.5% [or 3%].

When your term as Associate Dean ends, the administrative stipend will cease, and you will return to your faculty position in the faculty bargaining unit with full-time professorial responsibilities (and your professorial salary). You will maintain all rights accrued under the collective agreement prior to assuming the position of Associate Dean, including eligibility for study leaves and career progress increments.

**Benefits:**

You continue to be eligible to participate in the University’s benefit plans on the same terms and conditions as were applicable to your professorial position, including any requirement to make an employee contribution to the cost of such benefits. Details on benefits is found on the Human Resources website[[1]](#footnote-1).

**Pension Plan:**

You will continue to be enrolled in and contribute to the Faculty Pension Plan, as amended from time to time.

**Vacation:**

You will continue to be entitled to four weeks of vacation with pay during each year of the Term, to be taken at a time mutually agreed upon time with the Dean. You must take any vacation to which you are entitled within the year.

**Expenses:**

You are entitled to reimbursement of expenses incurred in connection with the performance of your duties and responsibilities to the University provided that those expenses are aligned with policy, reasonable, necessary and within your approved budget and that you submit bills, vouchers and receipts supporting all requests for reimbursement.

**Professional Development Reimbursement Funds:**

You are entitled to Professional Development Reimbursement Funds (PDR) as provided to eligible faculty. For more information about funds available to you please see the PDR webpage[[2]](#footnote-2). Any other professional development expenses related to your performance of your professorial duties will be negotiated between you and the Dean of Faculty.

**Tuition Fee Waiver:**

You continue to be eligible for tuition fee waivers as provided to eligible faculty. Specifically, you are entitled to a tuition fee waiver for up to (twelve) 12 credits per year of undergraduate or graduate course work. Your tuition fee waiver is transferable to a spouse or partner. You are also entitled to a tuition fee waiver for each of your children for up to 120 credits of academic course work in any undergraduate degree program at the University so long as such child is under the age of twenty-five (25) years when the session for which the tuition benefit is applicable commences and is substantially dependent on you for financial support. The tuition fee waiver is applicable to tuition fees only and does not cover any other fees that a student may be required to pay.

**Leave Entitlement:**

You continue to be entitled to sick leave coverage at full salary for periods of up to six months, in accordance with Policy HR4. Any illness beyond six (6) months will be covered under the Income Replacement Plan (Long Term Disability), provided you are medically eligible to obtain benefits under the terms of the Plan.

**Administrative Leave:**

Consistent with the Rules for the Appointment and Extension of Appointments for Associate Deans of Faculties at UBC, you are eligible for an administrative leave of [8 months (if 3-year term) or 12 month (if 5-year term) (leave can be prorated if Appointment is less than 1.0 FTE)] upon successful full completion of your Appointment, to be taken immediately at the end of your term. During the period of an administrative leave, you will receive your base pay (not including the stipend) and benefits will be at the same rate as your professorial salary.

Administrative leave is intended to be used for the purposes of focusing on scholarly and professional activities and re-integrating to your discipline before resuming regular duties as a faculty member and thus, will only be granted if you return to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

Should you leave your employment with the University and not fulfill your return to service requirements after your administrative leave, you will be required to repay the amount of salary paid to you during your leave that is proportional to the amount of the 12-month service requirement that was not fulfilled.

If you are reappointed as Associate Dean for another term to commence following the expiration of the Term, the assumption of your duties as a Professor and any potential entitlement to your Administrative Leave will be postponed until the expiration of the additional term(s). Any additional administrative leave for additional terms will not exceed a total maximum combined administrative leave of eighteen (18) months earned over all terms as Associate Dean.

Time taken on administrative leave and the time served as Associate Dean will not be included in years of service for the purpose of calculating study leave. Any academic years of service you have accrued prior to the administrative appointment and administrative leave will be used towards the calculation of eligibility for a future study leave from your academic unit(s).

**Termination**

The University may terminate this Agreement at any time and for any reason during the Term by providing thirty (30) days’ written notice to you (or a payment of thirty (30) days of your administrative stipend in lieu of notice). In addition, the University may terminate this Agreement summarily for cause at any time during the Term without notice or pay in lieu of notice to you.

You may terminate this Agreement at any time during the Term by providing the University with three (3) months written notice of that decision, and said notice may be waived by the University at its sole discretion.

In the case of a termination of your administrative appointment, you will be entitled to assume your faculty position in the Faculty of [Name of Faculty]. Your administrative stipend will cease, and you will assume full time faculty duties at your professorial salary. Your employment as a faculty member shall be governed by the terms and conditions of the collective agreement between the University and the UBC Faculty Association.

**Full Agreement**

This letter constitutes the full terms of the employment offer concerning your administrative Appointment and supersedes all other commitments either written or verbal that may have been made to you by the University in relation to this administrative appointment. Modifications to this Agreement may only be made by written agreement between you and the University or they will be of no effect.

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 is contingent upon factors including availability of funds, 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 **[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.

I look forward to working with you in your new role as Associate Dean of [Name of Faculty].

Sincerely,

[**Name**]

Dean of [Name of Faculty]

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

[**Name**] Date of Acceptance

1. <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost/faculty-postdoctoral-fellows-employees-and> [↑](#footnote-ref-1)
2. <https://hr.ubc.ca/career-development/professional-development-funding/faculty-professional-development-funding> [↑](#footnote-ref-2)