**TEMPLATE LETTER OF OFFER**

**PART-TIME (term) & FULL-TIME (without review) MEMBERS OF THE FACULTY ASSOCIATION**

**(i.e. Assistant, Associate, Professor & Professor of Teaching Ranks)**

*The following Offer Letter was last updated February 11, 2025 by Faculty Relations. 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:

**Rank:** Academic Title of position [if PT enter %] 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

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. The terms and conditions are as follows:

[**If Grant-funded**] Because your appointment is grant-funded, your employment is dependent on the availability of funds. Should the funder(s) cease to provide funding for any reason, your appointment may be terminated with one month’s notice or pay in lieu of notice.

**Responsibilities**

All duties and responsibilities 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]**

* **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 (course assignment).
* **Research (or Educational Leadership): specific and as appropriate to the position**
* **Service: specific and as appropriate to the position**.

In accordance with University Policy HR1[[1]](#footnote-1), you are responsible for maintaining a current record of your academic and administrative activities in the form of Curriculum Vitae [[2]](#footnote-2) in accordance with the University format.

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[[3]](#footnote-3), UBC procedures and UBC policies[[4]](#footnote-4), noting in particular, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, Policy LR11 on Patents and Licensing and Policy SC3[[5]](#footnote-5), on Conflict of Interest and Conflict of Commitment, under which you must maintain up-to-date Conflict of Interest and Conflict of Commitment declarations[[6]](#footnote-6). 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.[[7]](#footnote-7) 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 Immigration, Refugees and Citizenship Canada (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[[8]](#footnote-8). Please visit the Human Resources website[[9]](#footnote-9) 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)[[10]](#footnote-10) or Faculty Relations and Immigration Consultant (UBCO)[[11]](#footnote-11).

**Compensation and Benefits**

**Salary Increases:**

[**If appointment is active on June 30th and July 1st of the same year:** 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. You will be eligible for annual salary increases such as career progress, merit and performance salary adjustments.]

Career Progress Increments (CPI):

* **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 as an (**insert rank)**, you will be placed at year 0 on the CPI scale and will receive 2.0 units of CPI 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 accumulated (**insert** #) years as an (**insert rank**) at (**insert***previous university*). Therefore, you will start at "Year (#)" on the University’s Career Progress Increment Scale for a an (**insert rank)**. This means that you will receive \_\_ units of CPI for Year (#), effective July 1, 202X, provided that your performance is satisfactory.

**Vacation Entitlement**:

Typically, vacation is one month of paid leave each year. Vacation entitlements are to be arranged with your Head. 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.  For more information, please see the Benefits webpage on vacation entitlement[[12]](#footnote-12).

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

**Health and Welfare Benefits**

[**If 12-month appointment at 50% time or greater insert**: As a new UBC 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 Workday portal[[14]](#footnote-14). Information on the range of benefits available is provided on the Benefits website[[15]](#footnote-15).] [**If under 50% time or under 12-months** **insert**: As your appointment is 50% or less than 1 year, you are not eligible to be enrolled in UBC benefits. For clarity, you are eligible for statutory benefits only.] You will be provided with access to Workday and will receive information and instructions regarding the onboarding process.

[**If 12-month appointment at 50% time or greater insert, if not remove pension information**:

**Pension Benefits:**

Enrollment in the UBC Faculty Pension Plan is optional. For more information about the Pension Plan, please see the Faculty Pension Plan website[[16]](#footnote-16).]

**Orientation**

As a new faculty member, we encourage you to explore online information to help you get started at UBC.[[17]](#footnote-17) 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[[18]](#footnote-18).

* If you were previously issued a CWL account for any reason please sign onto www.myaccount.ubc.ca to check if your 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 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[[19]](#footnote-19) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Safety and 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[[20]](#footnote-20)

**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.

**[If applicable:** Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance appraisals and compliance with University of British Columbia agreements and policies. In particular, subject to demonstration of excellence in teaching as defined in the Collective Agreement in Article 4.02, *Part 4: Conditions of Appointment for Faculty.*

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

1. <https://universitycounsel.ubc.ca/policies/cv-policy/> [↑](#footnote-ref-1)
2. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-tools-forms-and-checklists> [↑](#footnote-ref-2)
3. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement> [↑](#footnote-ref-3)
4. [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-4)
5. <https://universitycounsel.ubc.ca/policies/coi-policy/> [↑](#footnote-ref-5)
6. 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-6)
7. <http://www.hr.ubc.ca/respectful-environment/> [↑](#footnote-ref-7)
8. <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-8)
9. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-9)
10. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-10)
11. contact [Trisha Kasawski](mailto:trisha.kasawski@ubc.ca) [↑](#footnote-ref-11)
12. <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation> [↑](#footnote-ref-12)
13. <https://hr.ubc.ca/managers-admins/team-and-professional-development/professional-development-reimbursement-fund> [↑](#footnote-ref-13)
14. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/). [↑](#footnote-ref-14)
15. <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost/faculty-postdoctoral-fellows-employees-and> [↑](#footnote-ref-15)
16. [pensions.ubc.ca/faculty/index.html](http://www.pensions.ubc.ca/faculty/index.html) [↑](#footnote-ref-16)
17. <https://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#footnote-ref-17)
18. <https://irp.ubc.ca/> [↑](#footnote-ref-18)
19. <https://irp.ubc.ca/> [↑](#footnote-ref-19)
20. <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers> [↑](#footnote-ref-20)