**LETTER OF OFFER**

**FOR CONFIRMED OR PROBATIONARY LIBRARIAN APPOINTMENTS**

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

This template letter should be used for confirmed & confirmation-track Librarian appointments.

1. For other appointments, please refer to the offer letter templates on the Human Resources website (https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-offer-letters ) and use the appropriate template.
2. Please maintain the template letter’s structure, do not move sections.
3. 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.
4. 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.
5. 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 February 11, 2025 by Faculty Relations. For assistance, contact* *fr@exchange.ubc.ca**.*

SAMPLE LETTER OF OFFER

**FOR LIBRARIANS (CONFIRMED OR CONFIRMATION-TRACK)**

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]**

**XX Library:** 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 confirmed (track)** means that your appointment is funded, at least in part, from funds external to the University’s general purpose operating budget and can only be continued as long as these funds are available.]

[**If appointment is not confirmed**]

This appointment is subject to the approval of the Board of Governors and **[if applicable]** Immigration, Refugees and 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. The terms and conditions are as follows:

[**If a confirmed appointment**]

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 (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. The terms and conditions are as follows:

**If a confirmation-track appointment:** As your appointment is confirmation track, your initial appointment will be for a term of three years. The University has established reviews to assess your progress towards confirmation. You should become familiar with all Library and University criteria and procedures relating to the confirmation process*.[[1]](#footnote-1)* In addition, confirmation-track Librarians’ performance is reviewed annually to set goals and expectations for the following year and the upcoming confirmation review.

**If Confirmed:**

As a confirmed Librarian, your activities will be reviewed annually to set goals and expectations for the following year.

**Responsibilities**

You will initially be expected to **[enter duties and responsibilities here]**. Your duties and responsibilities may change over timeas determined by the needs of the Library.

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.[[2]](#footnote-2) 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 Librarian, you will be a member of the faculty bargaining unit. The applicable membership dues will be deducted in accordance with the Collective Agreement between UBC and the UBC Faculty Association[[3]](#footnote-3). Your employment will be governed by the Collective Agreement between UBC and the UBC Faculty Association[[4]](#footnote-4), UBC procedures and UBC policies[[5]](#footnote-5), 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.

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 worker, 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[[6]](#footnote-6). Please visit the Human Resources website[[7]](#footnote-7) 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)[[8]](#footnote-8) or Faculty Relations and Immigration Consultant (UBCO)[[9]](#footnote-9).

**Compensation**

**Salary Increases:**

Your salary will be increased, as are the salaries for all full-time Faculty Association 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 merit and performance salary adjustments.

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

It is the practice of the University that years served in an equivalent rank at another institution be counted in determining where a new Librarian should begin on the University's Career Progress Increment Scale. Since you have not accumulated any years of service in the rank of librarian, you will be placed at year 0 on the CPI scale and will receive 2 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 institution be counted in determining where a Librarian 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 librarian at (**insert***previous institution*). Therefore, you will start at "Year (#)" on the University’s Career Progress Increment Scale. This means that you will receive \_\_ units of CPI for Year (#), effective July 1, 202X, provided that your performance is satisfactory.

**Vacation Entitlement**:

Vacation entitlements are to be arranged with [**supervisor]**.  Individuals must take any holidays to which they are entitled within the contract period or prior to any other agreed termination date.  More information is found in on the Human Resources website.[[10]](#footnote-10)

**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[[11]](#footnote-11).

**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 refer to the PDR information on the Human Resources website[[12]](#footnote-12). 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:**

Confirmed and Confirmation Track Librarians, their spouses and dependent children are eligible for tuition waivers. For more information about your tuition waiver benefits please go to the Faculty Relations website[[13]](#footnote-13).

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

As a new full-time Librarian at the University of British Columbia - Vancouver campus, you are eligible to apply for the following 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.*

More details about the University's DPA Program including eligibility requirements, terms and conditions, are available from [UBC Housing and Relocation](http://www.hr.ubc.ca/housing-relocation/fhop/) [[14]](#footnote-14).

**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[[15]](#footnote-15). Please refer to UBC policy HR6 for details on moving companies[[16]](#footnote-16).

* **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 their [website](http://www.hr.ubc.ca/housing-relocation/)[[17]](#footnote-17).

**[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 & Relocation Services website[[18]](#footnote-18).

**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]**

The following administrative support personnel will be provided to you upon your appointment: list details.

**Health and Welfare Benefits:**

As a new Librarian 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[[19]](#footnote-19). 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[[20]](#footnote-20). For information about the Pension Plan, please see the Faculty Pension Plan website[[21]](#footnote-21).

**Orientation**

As a new member of the UBC community, we encourage you to explore online information to help you get started at UBC[[22]](#footnote-22) The 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 UBC systems & services, including the Workday portal.:

* If you previously 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.
* 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.

If you encounter any issues regarding your CWL please out to contact the IT Service Centre at 604.822.2008.

We encourage you to review your information in Workday[[23]](#footnote-23) 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. The 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[[24]](#footnote-24)

**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] 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 yours,

**[name]**

University Librarian

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://hr.ubc.ca/working-ubc/faculty-collective-agreement>: Part 5, Articles 2, 3 and 6 [↑](#footnote-ref-1)
2. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-2)
3. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement>, Part 1, Article 6 [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement>, [↑](#footnote-ref-4)
5. [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-5)
6. <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-6)
7. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-8)
9. contact Trisha Kasawski [↑](#footnote-ref-9)
10. <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/vacation> [↑](#footnote-ref-10)
11. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement>, Part 3, Article 2 [↑](#footnote-ref-11)
12. <https://hr.ubc.ca/managers-admins/team-and-professional-development/professional-development-reimbursement-fund> [↑](#footnote-ref-12)
13. <https://hr.ubc.ca/managers-admins/team-and-professional-development/professional-development-reimbursement-fund> [↑](#footnote-ref-13)
14. <https://hr.ubc.ca/working-ubc/finding-housing/faculty-home-ownership-program> [↑](#footnote-ref-14)
15. <https://hr.ubc.ca/careers-and-job-postings/relocation-services/moving-faculty-and-senior-management> [↑](#footnote-ref-15)
16. <https://hr.ubc.ca/careers-and-job-postings/relocation-services/moving-faculty-and-senior-management> [↑](#footnote-ref-16)
17. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-17)
18. [hr.ubc.ca/housing-relocation/okanagan-profile/](http://www.hr.ubc.ca/housing-relocation/okanagan-profile/) [↑](#footnote-ref-18)
19. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/). [↑](#footnote-ref-19)
20. [hr.ubc.ca/wellbeing-benefits/benefits/](http://www.hr.ubc.ca/wellbeing-benefits/benefits/) [↑](#footnote-ref-20)
21. [pensions.ubc.ca/faculty/index.html](http://www.pensions.ubc.ca/faculty/index.html) [↑](#footnote-ref-21)
22. <https://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#footnote-ref-22)
23. <https://irp.ubc.ca/> [↑](#footnote-ref-23)
24. <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers> [↑](#footnote-ref-24)