**TEMPLATE LETTER OF OFFER FOR POST RETIREMENT APPOINTMENT**

**FOR EMERITUS FACULTY - 2023 September**

**Note: Paid positions are limited to one year. Unpaid positions may be up to 3 years**

Date

Name

Address

Dear Name:

I am pleased to extend an offer of a Post-Retirement Appointment to you as follows:

**Rank**: –Professor Emeritus

**Department**: Department/School of

**Faculty**: Faculty of XXX at the UBC Vancouver/Okanagan Campus

**Term appointment Start Date**:

**Term appointment End Date**:

Salary for the period: $ OR Without Salary or Benefits

**Appointment**

This appointment is subject to the approval of the Board of Governors, [and if applicable, Immigration, Refugees & Citizenship Canada (IRCC)] and the University’s appointment processes. Reappointment is at the discretion of the University.

**Responsibilities**

[If performing work] As discussed, you will be assigned XXXX. [use this section to provide a few details re: specific duties and compensation arrangements.] Duties and responsibilities will be subject to review by the Head/Director.

[If for access to grants only] The appointment is for the purpose of providing access to your research grants at UBC only and no work is to be performed for the University.

While holding this post-retirement appointment, you will receive support [outline what support will be provided] and have access to [outline what systems access will be provided] and shared space.

[If foreign national, Should you come to campus you are required to present to your Department original documentation to your eligibility to work in Canada (i.e. a valid work permit). The Department must be informed in advance if you intend to do any work on the UBC campus to ensure the proper documentations can be obtained for you to be eligible to work in Canada during the period of the active Post-Retirement Appointment.]

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to adhere to the UBC Respectful Environment Statement for Students, Faculty and Staff. 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.

**Benefits**

Post-Retirement Appointments are not eligible for benefits other than emeritus specific privileges, details of which are found on the [HR website](https://hr.ubc.ca/working-ubc/faculty-titles-ranks-and-descriptions/emeritus-status-and-post-retirement-appointments).

**Safety & Risk Services:**

As an appointee of UBC, you must complete, if you have not already, 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](https://srs.ubc.ca/).

**Campus Wide Login:**

You will continue to use your existing Campus Wide Log-in (CWL) ID to access various system services, including the Workday portal. We encourage you to review your information in Workday to update important contact and emergency information and to view your personal and payroll information.

**Full Agreement**

This letter constitutes the full terms of our offer of appointment and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, your appointment will be governed by UBC procedures and UBC policies, noting in particular Policy AP1 on Retired Faculty Appointment Policy, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, Policy LR11 on Inventions and Discovering, and Policy SC3 on Conflict of Interest and Conflict of Commitment. The procedures and policies may be amended from time to time and such amendments are binding upon you.

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.

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 [Administrator/Head & title]. Please keep a copy of this signed letter for your own records. This signed letter is required to process your appointment.

Sincerely,

Head

Professor and Head

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.

Emeritus Faculty Member Date of Acceptance