**TEMPLATE LETTER OF OFFER FOR RESEARCH ASSOCIATES**

**WITH APPOINTMENTS UNDER 50% OR LESS THAN 1 YEAR**

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Research Associate with a **[full-time/part-time]** appointment at [**XX <50**]%.

**Department/School:** XX

**Faculty:** XX at the UBC [**Vancouver/Okanagan]** Campus.

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Annual Salary:** $ XX **[note** [**minimum salary**](https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-1) **required]**

**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. The terms and conditions are as follows:

Your hours of work are as follows: [**set out the regular schedule of hours of work established including scheduled coffee and lunch breaks**]. If overtime is required, [**set out the procedure where overtime must be approved by the supervisor in advance**].

Initially, you will be given a 3-month probationary period during which your employment could be terminated at any time. Continuation of employment beyond this probationary period will be dependent on satisfactory performance, availability of funds and compliance with UBC policies.

**Responsibilities**

Your **Head/Dean** may assign additional teaching duties for which you will receive an additional appointment as a Sessional Lecturer with additional compensation.

All duties and responsibilities shall be carried out under the direction of your **Head/Supervisor** and are subject to evaluation by your **Head/Supervisor**.

Your duties will include:

**[insert description of each bullet item; set out as applicable to rank]**

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.[[1]](#footnote-1) 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 the Human Resources 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[[2]](#footnote-2). Please visit the Human Resources website[[3]](#footnote-3) 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)[[4]](#footnote-4) or Faculty Relations and Immigration Consultant (UBCO)[[5]](#footnote-5).

**Compensation**

**Salary:**

You may be eligible for any mandated General Wage Increases (GWI) in accordance with PSEC. [Additional optional language: If your appointment extends beyond a year, your salary, subject to performance and funding availability, may increase by up to X% each year, on the date of your appointment.]

You understand and agree that UBC will pay you by direct deposit per the enclosed form.

**Vacation Entitlement**:

Vacation entitlement is at a minimum two weeks per year with salary and benefits. Vacations are to be arranged with your **Head/Supervisor**, and 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.[[6]](#footnote-6) [Note as of 5 years continuous employment at UBC the vacation entitlement is increased to 3 weeks – update letter accordingly if the appointee has reached the 5-year employment mark]

**Professional Development Reimbursement Funds:**

Research Associates have access to funding to support professional development that will enhance knowledge, skills or performance.[[7]](#footnote-7)

**Orientation**

As a new member of the UBC community, we encourage you to explore online information to help you get started in your new position[[8]](#footnote-8) . The online orientation 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.

Information specific to Research Associates is also found online on the Human Resources website[[9]](#footnote-9). Please visit this page to find general information on Research Associate positions.

**Safety & 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[[10]](#footnote-10)

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various system & services, including the Workday portal[[11]](#footnote-11).:

* 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[[12]](#footnote-12) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Reappointment and Termination**

Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance appraisals and compliance with UBC agreements and policies.

As per Policy AP4, UBC may terminate your employment at any time without cause upon giving prior written notice or payment in lieu of notice, in accordance with the BC *Employment Standards Act*. UBC may terminate your employment at any time for what it considers to be just cause without notice or payment in lieu of notice.

**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. Should you accept this offer, your employment will be governed by UBC procedures and UBC policies[[13]](#footnote-13), noting in particular Policy AP4 on Faculty Term Appointments Without Review, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, 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 (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,

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

*This Offer Letter was last updated October 8, 2022 by Faculty Relations. For assistance, contact* *fr@exchange.ubc.ca*

**Payroll Direct Deposit Authorization Form**

All fields on this form are mandatory.

New Hire: Please return this document along with any other required new hire forms to ensure you are paid in an efficient and timely manner.

I authorize UBC to pay my wages by direct deposit and agree to enter any necessary personal and payroll information into Workday[[14]](#footnote-14) to facilitate payment of my wages.

I certify that I am the account holder or joint account holder on the bank account information being provided to UBC.

**[Print** **Name**] Date of Acceptance

Privacy Notification: Your personal information is collected under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to website@finance.ubc.ca

*The signed form is to be provided to the department where it will be kept on record*

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <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-2)
3. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-4)
5. contact Trisha Kasawski [↑](#footnote-ref-5)
6. <https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves> [↑](#footnote-ref-6)
7. <https://hr.ubc.ca/career-development/funding-employee-development/professional-development-funding> [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#footnote-ref-8)
9. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-1> [↑](#footnote-ref-9)
10. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-10)
11. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/). [↑](#footnote-ref-11)
12. <https://irp.ubc.ca/> [↑](#footnote-ref-12)
13. [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-13)
14. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-14)