**TEMPLATE LETTER OF OFFER FOR NEW SESSIONAL LECTURERS**

**(*including new summer sessional appointments*)**

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Sessional Lecturer

**Department/School:** XX

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

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Salary:** $[**XX**] / **[period** or **month]** plus 4% vacation pay for the period, which is paid semi-monthly

**Appointment**

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

Your assigned duties are laid out below. A full-time load in the **[Department]** is **[#]** credits per term and you will be teaching # credits during this appointment. Your appointment, therefore, is **[%]** of a full-time workload. Your total cumulative number of credits taught at the University of British Columbia (UBC) at the end of this appointment is **[enter** **number of credits from ISI].**

The term of the appointment includes all end-of-course work, including any deferred or supplemental examinations that might be required or re-reads that students are entitled to receive. If your final examination is scheduled within three days of the end of your appointment or outside of the appointment period, you will receive an additional $250 for marking. You are expected to meet all grade submission deadlines.

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

**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, your assigned duties are the teaching of [**course names, numbers and # of credits]**.

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 UBC, 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[[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 and Benefits**

**Salary:**

For more information about sessional salaries, please refer to the *Collective Agreement* with the UBC Faculty Association[[6]](#footnote-6). In the event your assigned course is discontinued or cancelled, you will receive at least one month's notice or the sum of $300. Your salary will be increased, as are the salaries for all Sessional Lecturers, in accordance with the *Collective* A*greement*.

**Benefits:**

As a sessional lecturer, you are eligible for benefits as outlined in the *Collective Agreement*[[7]](#footnote-7). Benefit enrollment which is part of the onboarding process is done online via UBC’s Workday portal and you will receive a task in the Workday portal to enroll for benefits. Information on the range of benefits available is provided on the Benefits website[[8]](#footnote-8).

**Professional Development Fund:**

The Professional Development Reimbursement (PDR) fund is a University program intended to provide financial assistance for professional development expenses. For more information about eligibility and entitlement please see the PDR information on the Human Resources website[[9]](#footnote-9).

**Online 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[[10]](#footnote-10). 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.

**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 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 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.

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

**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, you will be a member of the faculty bargaining unit and your employment will be governed by the *Collective Agreement* with the Faculty Association[[14]](#footnote-14), UBC procedures and UBC policies[[15]](#footnote-15), noting in particular Policy AP4 on Faculty Term Appointments Without Review 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.

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 very excited 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

*The following 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[[16]](#footnote-16) 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/](http://www.hr.ubc.ca/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/working-ubc/faculty-collective-agreement>, Article 4, Part 2 [↑](#footnote-ref-6)
7. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement>, Article 7, Part 2 [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/benefits/eligibility-enrolment/eligibility-and-plan-cost/faculty-postdoctoral-fellows-employees-and> [↑](#footnote-ref-8)
9. <https://hr.ubc.ca/career-development/funding-employee-development> [↑](#footnote-ref-9)
10. <https://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#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. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-13)
14. <https://hr.ubc.ca/working-ubc/faculty-collective-agreement> [↑](#footnote-ref-14)
15. [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-15)
16. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-16)