**TEMPLATE REAPPOINTMENT LETTER FOR**

**SESSIONAL LECTURERS**

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% **[or 6% if employed during each of the last 5 academic years]** 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 and Citizenship Canada (IRCC). 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 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 will be based on factors including availability of funds, satisfactory performance 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.

**[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 apply for and obtain a new temporary work permit for your renewed appointment. Please provide a copy of proof of Maintained Status and a copy of your new work permit once received. 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 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* with the UBC Faculty Association.

**Benefits:**

You continue to be eligible for benefits with the range of benefits dependent on such factors as length of appointment and FTE, as outlined in the *Collective Agreement*[[7]](#footnote-7). You will receive a task in your Workday In Box to select or waive benefits.

**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 fund information on the Human Resources website[[8]](#footnote-8).

**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 continue to be a member of the faculty bargaining unit and your employment will continue to be governed by the *Collective Agreement* with the Faculty Association[[9]](#footnote-9), UBC procedures and UBC policies[[10]](#footnote-10), noting in particular Policy AP4 on Faculty Term Appointments Without Review, 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.

We are pleased at the prospect of you staying with the Department.

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**.*

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/career-development/funding-employee-development> [↑](#footnote-ref-8)
9. [hr.ubc.ca/faculty-relations/collective-agreements/](http://www.hr.ubc.ca/faculty-relations/collective-agreements/) [↑](#footnote-ref-9)
10. [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-10)