**TEMPLATE LETTER OF OFFER FOR TERM FACULTY APPOINTMENTS
NOT IN THE BARGAINING UNIT WITH REMUNERATION**

**WHO ARE NOT FOREIGN NATIONALS**

Including Adjunct, Clinical, Visitor, Post-Retirement Appointments

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** [rank] (part-time, if applicable) at **[XX%]** appointment.

**Department/School:** XX

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

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Starting Salary:** $ XX for the period/year

**Appointment**

This appointment is subject to the approval of the Board of Governors and the University’s appointment processes. The terms and conditions are as follows:

Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance and compliance with University and government policies. (omit if the term appointment is intended for one term only).

**Responsibilities**

We expect that you will **[set out what expectations are in place such as participating in lecture series, etc.]**.Regular reviews of your performance will be completed by your **Head/Director, [Name]**. **If applicable**: Duties Include (insert a description of duties)

[**Optional Language if teaching duties:** This offer and appointment is contingent upon student enrollment in the assigned classes, and may be cancelled should enrollment numbers not meet the required minimum.]

While holding the rank of **[rank]**, we are able to provide the following support: **[set out which services will be extended to this individual within your Department School/ Faculty, such as office space, administrative support, etc.]**. For the duration of your appointment, you will also have access to library loans and services and faculty and staff on- and off-campus discounts.

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.

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).

**IP Language**

**[If there is any concern that IP may be an issue beyond Policy LR11, please contact Faculty Relations for assistance].**

**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[[2]](#footnote-2). 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.

**Safety & Risk Services:**

As a new employee of UBC, you 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[[3]](#footnote-3).

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various system services, including the Workday portal[[4]](#footnote-4).

* 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[[5]](#footnote-5) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Payroll Information**

All earnings will be subject to Canadian tax. Note that as your appointment does not meet the salary and appointment criteria for benefits, you are eligible only for workers compensation benefits and statutory leaves.

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

**If applicable**: UBC will provide reimbursement for travel expenses, per diem to a maximum of $$$

**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[[6]](#footnote-6), noting in particular Policy AP4 on Faculty Term Appointments Without Review, 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 (insert name, title)**. Please keep a copy of this signed letter for your own records. This signed letter is required to process your appointment.

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 Template was last updated October 27, 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[[7]](#footnote-7) 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://hr.ubc.ca/working-ubc/your-first-days-ubc> [↑](#footnote-ref-2)
3. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-3)
4. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/). [↑](#footnote-ref-4)
5. <https://irp.ubc.ca/> [↑](#footnote-ref-5)
6. [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-6)
7. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-7)