*[Date]*

**PERSONAL AND CONFIDENTIAL**

*[Prefix. Name]*

*[Address]*

*[Address]*

*[Address]*

Dear *[Clinical Faculty member]*,

It gives me great pleasure to advise that the Department has recommended your appointment at the rank of *[clinical rank]* in the *[Department/School of XX]* for the period *[appointment start date]* to *[appointment end date]*. {*insert if applicable for applications reviewed by the DCFAPC:* This recommendation comes with the support of the Departmental Clinical Faculty Appointments and Promotion Committee.}

This appointment is subject to the approval of the Dean of Medicine and the UBC Board of Governors {*if applicable for foreign clinicians*: and Immigration Refugees and Citizenship Canada}. You will receive a letter of confirmation from the Dean of Medicine upon his approval.

**Clinical Faculty Appointment**

As stated in the FOM Application for Clinical Faculty Appointment, your appointment is subject to certain terms and conditions including the:

* [Policy on Clinical Faculty Appointments](http://www.med.ubc.ca/files/2015/07/Policy-on-Clinical-Faculty-Appointments.pdf)
* [Dispute Resolution Process for Clinical Faculty](http://www.med.ubc.ca/files/2015/07/Dispute-Resolution-Process-for-Clinical-Faculty.pdf)
* [Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs](http://www.med.ubc.ca/files/2015/07/Compensation-Terms-for-Clinical-Faculty-Teaching-in-the-MD-Undergraduate-and-Postgraduate-Programs.pdf)
* [Clinical Faculty Compensation Terms for Standing Committees and Search Committees for Senior Leadership](http://www.med.ubc.ca/files/2015/07/Clinical-Faculty-Compensation-Terms-Designated-Committees.pdf)

**General Information & Resources**

Advantages of a Clinical Faculty Appointment

The UBC Office of Clinical Faculty Affairs has produced the enclosed guide outlining the benefits, services and resources for Clinical Faculty members. Please visit the UBC Clinical Faculty Affairs website for additional information (https://www.med.ubc.ca/clinical-faculty/becoming-clinical-faculty/).

Teaching Activities and the Teaching Tracking and Payment System (TTPS)

Teaching activities and evaluations are an important consideration in reappointment and promotion reviews. Starting in 2016, your teaching contributions in the MD Undergraduate Program will be captured in the Faculty of Medicine’s TTPS. If you have been assigned teaching during the quarter, you will receive an e-mail with a link to your quarterly statement shortly after the end of the quarter. We encourage you to review the teaching on the statement by the due date provided and to keep track of postgraduate and other academic contributions manually. If you require advice or assistance, please contact *[dept/school contact]* at *[e-mail address and phone number]*. *(If applicable, Department/School can add link to a teaching dossier template)*

Campus-Wide Login

The University’s Campus Wide Log-in (CWL) ID is required to access various system services that will support you in your role. A CWL is required to access TTPS quarterly statements, Workday, the University’s HR and finance system, and other UBC online resources including the Library.

* If you do not have any type of CWL, one will be generated for you automatically once your hire is completed in Workday. Please look out for an email from AccessUBC with further instructions on activating your CWL. Once activated, please log into Workday (<https://myworkday.ubc.ca>) to validate your personal information and contact information.
* If you previously had a student CWL account, please contact *[dept/school contact]* to obtain your employee number. You will need the employee number to affiliate with your student CWL. Please contact the IT Service Centre to do this affiliation at this website ([https://it.ubc.ca/got-question-about-it-products-and-support#helpdesk](https://it.ubc.ca/got-question-about-it-products-and-support%23helpdesk)) or by phone 604.822.2008.

More information can be found on the CWL website: <https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl>. If you encounter any issues regarding your CWL please out to contact the IT Service Centre at 604.822.2008.

Clinical Faculty Affairs Committee (CFAC)

CFAC is an advisory committee on the academic policy concerns of Clinical Faculty members including appointment and promotion, remuneration and rewards and faculty development. It plays a key role in identifying and informing issues that are of concern to Clinical Faculty members and in supporting and fostering the recognition of Clinical Faculty in the Faculty of Medicine. Your departmental CFAC representative is currently *[name]*.

Other Resources

In addition to the Office of Clinical Faculty Affairs website, we encourage you to review the Faculty of Medicine ([www.med.ubc.ca](http://www.med.ubc.ca)) and UBC ([www.ubc.ca](http://www.ubc.ca)) websites. These sites provide information about resources available to you as a member of the University community.

If you have inquiries about your clinical faculty appointment or require any updates or changes to your contact information, please contact *[dept/school contact]* at *[e-mail address and phone number].*

My colleagues and I wish to thank you for your willingness to contribute to the *[choose as appropriate: educational programs and/or research programs and/or administrative activities]* of the *[Department/School* *of XX]*. We look forward to the Board of Governor’s approval of your appointment and to collaborating with you in the near future.

Yours sincerely,

*[Department Head or School Director]*

CC Division Head (as appropriate)

CC Regional Associate Dean (if applicable)

CC Dean

Enclosures: Advantages of a Clinical Faculty Appointment