**Dean's Office**

**Template**

**Offer letter for faculty members to be appointed to Administrative ROLES (INTERNAL)**

Updated November 2011

**Faculty Affairs**

**Page 1: Instructions (to be deleted):**

* This template is used for faculty members who take on administrative roles in the UBC Faculty of Medicine.
* Once your letter is ready to print, print on the Department’s letterhead
* Some “tips”…

Use the following file naming convention for version control/ tracking:

* Lastname First Initial – 4 Ltr Dept code – Ofr Ltr – Admin Title -Draft # (or Final) – Mon Day YEAR
* Eg., Smith R – SURG – Ofr Ltr – Assoc Dean PGME - Draft 1 – Jan 1 2011

Ensure that formatting (i.e., headings, subheadings, font usage) and abbreviation usage are consistent throughout.

Include appropriate / full titles and credentials for those listed as signatories.

Spell check.

[Date]

**PERSONAL & CONFIDENTIAL**

[Name of Candidate]

[Title]

[Division]

[Department/School]

Dear Dr. [Candidate Last Name]:

We are pleased to offer you the role of [Administrative Role Title], in the [Department/School], [Division] in the Faculty of Medicine (FOM) at the University of British Columbia (UBC).

Your administrative appointment is subject to the approval of the University Board of Governors. You will be an employee of the University in this administrative capacity.

The terms and conditions are as follows:

**APPOINTMENT**

**Administrative Role: [Administrative Role Title], [Department/School]**

1. Your administrative role as [Administrative Role Title] will be for a X year term commencing [Start date] to [End date].
2. The [Administrative Role Title] role will require a time commitment of approximately X days per week (X FTE).
3. Your responsibilities and accountabilities for this position are outlined in the attached job description.
4. You will report to the [Direct Report Administrative Role Title] in the Faculty of Medicine at UBC.
5. This appointment may be terminated at any time upon provision of three (3) months’ written notice (or pay in lieu of notice) by either party.

Faculty Appointment: Faculty of Medicine, [Department/School]

1. **If Clinical Faculty:** You will continue to hold your appointment as [Clinical Appointment Title] in the UBC [Department/School], as per the FOM Policy on Clinical Faculty Appointments. If this appointment ends for any reason, your administrative role as [Administrative Role Title] will end concurrently.

**If Academic Faculty** : You will continue to hold your appointment as a [Full Time Academic Rank] in the UBC [Department/School]. All remaining terms and conditions related to your faculty appointment as per your original UBC offer letter and subsequent addenda remain unchanged. If this appointment ends for any reason, your administrative role as [Administrative Role Title] will end concurrently.

**COMMITMENTS**

Remuneration: [Administrative Role Title]

1. **If Clinical Faculty Member with Benefits:** As of [Start date] to [End date], your annual remuneration for your role as [Administrative Role Title] will be $XXXX per annum, plus pension and benefits for a time commitment equivalent to X FTE (X days per week).
2. You are required to complete the necessary payroll forms. This is done online at [hr.ubc.ca/benefits/enrolling/](http://www.hr.ubc.ca/benefits/enrolling/). You will need your enrollment code [**FEP003 if pre-Normal Retirement Date or FEP011 if between post- Normal Retirement Date and age 71- omit whichever is n/a**] which will automatically select the forms and enrolment checklist required for you to complete your paperwork in a secure confidential, online environment. All salary will be subject to Canadian tax. Upon completion, please print, sign and submit these forms to Payroll in Payment and Procurement Services.
**OR**

**7. If Clinical Faculty Member and No Benefits:** As of [Start date] to [End date], your annual remuneration for your role as [Administrative Role Title] will be $XXXX per annum for a time commitment equivalent to X FTE (X days per week). This payment is taxable as salary and does not attract pension and benefits; however, compulsory deductions include Canada Pension Plan (CPP) and Employment Insurance (EI).

8. You are required to complete the necessary payroll forms. This is done online at [hr.ubc.ca/benefits/enrolling/](http://www.hr.ubc.ca/benefits/enrolling/). You will need your enrollment [**FEP007**] which will automatically select the forms and enrolment checklist required for you to complete your paperwork in a secure confidential, online environment. All salary will be subject to Canadian tax. Upon completion, please print, sign and submit these forms to Payroll in Payment and Procurement Services. 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.

**OR**

**7. If Academic Faculty Member:** As of [Start date] to [End date], you will be paid an honorarium (does not attract benefits) for your role as [Administrative Role Title], in the amount of $XXXX per annum for a time commitment equivalent to X FTE (X days per week). This payment is taxable as salary and does not attract pension and benefits; however, compulsory deductions include Canada Pension Plan (CPP) and Employment Insurance (EI).

1. When you step down as the [Administrative Role Title] the remuneration and any other benefits associated with this administrative position will cease.

**If applicable:** Administrative Support:

1. Appropriate clerical/secretarial and managerial support will be provided by XXXX.

**If applicable**: Office Space:

1. While appointed[Administrative Role Title], you will occupy an [Insert specification. E.g. Shared, swing, etc.] administrative office at [Location and Name of building].
2. This space will be allocated for the term of your appointment and may change with appropriate notice

**FULL AGREEMENT**

1. This letter constitutes the full terms of the employment offer concerning your administrative role and supersedes all other commitments either written or verbal that may have been made to you by UBC other than in respect of your existing faculty appointment **[if applicable:** and <any other UBC appointments>]. Modifications to this Agreement may only be made by written agreement between you and the University or they will be of no effect.
2. Should you accept this offer, your role will be governed by UBC[[1]](#endnote-1) and FOM[[2]](#endnote-2) policies and procedures. Please note in particular Policy #97 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.
3. You will continue to be expected to observe the highest professional standards at all times. In support of this, you are expected to abide by the UBC Respectful Environment Statement for Students, Faculty and Staff[[3]](#endnote-3). 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 also expected to abide by the Faculty of Medicine “Professional Standards” document[[4]](#endnote-4). By signing this Letter of Offer and in lieu of signing the Professional Standards document, you agree to have read, understood and will abide by the information set out therein.

Please take the time to review this letter of offer for accuracy and upon your agreement, sign below and return it to me within two weeks of receipt. Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your role and remuneration.

We are pleased that you are willing to take on this important role and trust that you will find the position educational and rewarding. We look forward to working with you.

Yours sincerely,

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**If applicable:** Other Signatory Name/Rank Date

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Department Head/School Director Date

I have read and understand the terms of appointment set out in this letter and I accept the above offer of appointment with the University of British Columbia.

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[Candidate Name] Date

Enclosure:
Job Description

CC:
>Personnel file
> Any other relevant parties

**End-Notes**

1. For all of the University’s policies, refer to [www.universitycounsel.ubc.ca/policies](http://www.universitycounsel.ubc.ca/policies) [↑](#endnote-ref-1)
2. For all of the FOM’s policies, refer to <http://www.med.ubc.ca/current-learners/policies-procedures/> [↑](#endnote-ref-2)
3. For the Respectful Environment Statement, refer to [www.hr.ubc.ca/respectful-environment/files/2010/09/UBC\_Respectful\_Environment\_Statement.pdf](file:///C%3A%5CDocuments%20and%20Settings%5Clandrichuk%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CM96PBNDC%5Cwww.hr.ubc.ca%5Crespectful-environment%5Cfiles%5C2010%5C09%5CUBC_Respectful_Environment_Statement.pdf) [↑](#endnote-ref-3)
4. For the “Professional Standards” document refer to <http://www.med.ubc.ca/current-learners/policies-procedures/> [↑](#endnote-ref-4)