**Dean's Office**

**Template**

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

**Faculty Affairs**

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

* This template is used for faculty members who are being reappointed to 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]

**RE: [Administrative Role Title]: Reappointment**

Dear Dr. [Candidate Last Name]:

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

You will continue to be an employee of the University of British Columbia in this administrative capacity. The revised terms and conditions to your original letter of offer are as follows. All remaining terms and conditions related to your duties associated with your role as [Administrative Role Title] will continue as set out in your letter of offer for this role, dated [Original Offer Letter Date].

**REAPPOINTMENT**

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

1. I am pleased that you are willing to continue in this administrative capacity, serving as the [Administrative Role Title]. The reappointment of your term as [Administrative Role Title] will be for a X year term, from [Start Date] extending to [End date].
2. The administrative role will continue to require a time commitment of approximately XXX day(s) per week (X FTE).
3. Your duties and responsibilities will continue as set out in the attached job description.
4. You will continue to 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.
2. **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.

**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 continue to be $XXXX per annum, plus pension and benefits for a time commitment equivalent to X FTE (X days per week).
2. **Insert if applicable:** 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.
3. **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 continue to 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).
4. **Insert if applicable:** 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.

**If Academic Faculty Member:** As of [Start date] to [End date], you will continue to 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).

1. When you step down as the [Administrative Role Title] the remuneration and any other benefits associated with this administrative position will cease.
2. Any other changes to original offer letter (eg: office space, admin support, etc.)

Please take the time to review this letter of reappointment 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 appreciate and value the contribution and commitment that you have provided to the Department/School thus far.

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 reappointment set out in this letter and I accept the above offer of reappointment with the University of British Columbia.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Candidate] Date

Enclosures:   
>Job description (updated, if changes made)  
> Original offer letter dated <date>

CC:

>Personnel file  
> Any other relevant parties