

**Faculty of Medicine Offer Letter Template**

**Partner Track Faculty Appointments**

**Updated March 2020**

# \*This page is to be deleted prior to submission to Faculty Affairs

# DEAN’S OFFICE

# FACULTY AFFAIRS

# Instructions

* Changes are noted in yellow highlight.
* This template should be used for the following faculty recruitments in the UBC Faculty of Medicine:
* Assistant Professor (Partner), Associate Professor (Partner), Professor (Partner)Faculty Appointments
* For Assistant, Associate, Professor (Grant) Tenure (Track) Faculty Appointments, please visit the [FOM website](http://www.med.ubc.ca/faculty_staff/administrator_s_toolkit/facultyrecruitment.htm) for the offer letter template.
* For other faculty ranks, please visit the [UBC Faculty Relations website](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/offerletters.html) for the appropriate template.
* **On Page One** of the Offer Letter, list each type of appointment with a corresponding letter (A, B, C, D, etc.). These letters should then correspond to the appropriate section in the Offer Letter where the details of the appointment are discussed.
* Please **maintain the structure** of this template, do not move sections.
* Please feel free to **modify the wording** to make the letter more personal and less formulaic, taking care not to make substantive changes to the language.
* Please remove **bolded font** as necessary.
* **Once reviewed by the Department**, please send the draft **along with a copy of the CV and signed Partner Appointment Sponsorship Letter** to the Faculty HR team, Faculty Affairs, Dean’s Office. The Assistant Manager will review the draft offer letter and suggest revisions. Upon agreement of the letter contents, the Assistant Manager will return the finalized version of the offer letter back to the Department for printing and circulation. Note: This instructional page is to be deleted prior to submission of the draft to the Faculty HR Team.
* **At the time of printing**, print on either Divisional, Departmental or School letterhead. Circulate the letter to all the signatures, with the Dean as the final signatory, prior to sending it to the Candidate for their signature.

**OFFER LETTER**

**The University of British Columbia**

May 11, 2020

**PERSONAL AND CONFIDENTIAL**

**Dr./Mr./Ms.** [**insert** **Name**]

[**insert Address**]

**Dear Dr./Mr./Ms.** [**name of incumbent**]**:**

My colleagues and I are exited at the prospect of having you join the **[name of Department/School]** at The University of British Columbia (UBC). We believe we have a great deal to offer you in terms of collegiality and intellectual community and **[ACTION: insert comments, i.e.:** that you will bring additional prestige**]** to our **Department/ School**, UBC, and the larger community.

We are pleased to offer you a Partner Appointment at The University of British Columbia, in the **Department/ School** with the support of **[Partner Institution].**

Your Partner Appointment is subject to approval by The University of British Columbia Board of Governors **[ACTION: insert for foreign academics:** and Immigration, Refugees, and Citizenship Canada (IRCC).**]** You will be an appointee of the University in your teaching, scholarly activity and academic service capacities and your employment relationship, remuneration and terms and conditions of employment are with the **[Partner Institution]**.

**A.** a Partner appointment at UBC, in the **[name of Department/School]**;

**B.** **[ACTION: use if applicable]** the **[name of Chair/Professorship/Distinguished Scholar]** at UBC.

The terms and conditions are as follows:

# APPOINTMENT

1. **Faculty Appointment: UBC**
2. You will be recommended for appointment at the rank of **[select rank]** **Assistant Professor (Partner)/ Associate Professor (Partner)/ Professor (Partner)**.
3. All appointments are contingent upon review and approval by the Appointments, Reappointments and Promotion Committee for your *Department/ School* **[ACTION: insert only if at the rank of Associate Professor (Partner) or Professor (Partner)]** and for the Faculty of Medicine].
4. This faculty appointment to the University is contingent upon continued support from **[Partner Institution]**. UBC [via your (name **Department/School**)] will provide you with at least 30 days’ written notice in accordance with Policy AP4[[1]](#endnote-1) (formerly Policy #42), if support for your appointment from **[Partner Institution]**cannot be confirmed prior to your final year of appointment.
5. As with all UBC faculty members, your academic performance and duties will be reviewed annually in order to set goals and expectations for the following year. You will submit an annual activity report to your **Department Head/School Director** by January 31st of every year for the previous calendar year’s activities.
6. **[ACTION: insert: if at ranks below Professor (Partner)]** You will be considered for promotion as outlined in the Faculty of Medicine *Policy on Partner Appointments*[[2]](#endnote-2). You should become familiar with all Departmental and UBC criteria and procedures relating to the promotion process. This appointment will begin **[insert start date]** or upon a date to be mutually agreed.
7. **[ACTION: insert for Assistant Professor (Partner)]** Your initial appointment is for a period of three (3) years **[insert additional months+ or change to two (2) years and xx months],** extending to June 30, 20XX **[insert year]**.
8. The initial appointment will be followed by a review for a three (3) year reappointment, thereafter, followed by a review for a two (2) year reappointment.
9. **[ACTION: insert for Assistant Professor (Partner)]** UBC has established fifth (5) year and seventh (7) year reviews and then every third (3) year thereafter, to assess your progress towards promotion. According to the *Policy on Partner Appointments*, your first opportunity for promotion would occur during the academic year **[insert 20XX/20XX]** (i.e., year five (5) of your appointment). It is expected that you would be promoted to Associate Professor by **[insert year]** (i.e., year seven of your appointment). If you are not promoted within seven (7) years of initial appointment, you will be provided with written notice of at least 30 days’ of the termination of your Partner Appointment. In exceptional cases, if an Assistant Professor (Partner) does not meet the criteria for promotion, but has maintained a high standard of performance in meeting the criteria of teaching, scholarly activity and service and shows promise of continuing to do so, reappointment at the Assistant Professor (Partner) rank may be granted for an additional three (3) years after which promotion and reappointment review will be required.
10. **[ACTION: insert for Associate Professor (Partner)]** Your initial appointment is for a period of up to five (5) years **[insert additional months+ or change to four (2) years and xx months]**, extending to June 30, 20XX **[insert year]**. Reappointment is not automatic but reappointment of up to ten (10) years may be granted to individuals who have maintained a high standard of performance in meeting the criteria for teaching, scholarly and professional activity and service and who show promise of continuing to do so.
11. **[ACTION: insert for Associate Professor (Partner)]** UBC has established reviews to assess your progress towards promotion as follows: the first formal opportunity for promotion review would take place in year five (5); the next opportunities would be examined every third year thereafter. According to the *Policy on Partner Appointments*, your first opportunity for formal review for promotion would occur during the academic year 20XX/20XX.
12. **[ACTION: insert for Professor (Partner)]** Your initial appointment is for a period of up to ten (10) years **[insert additional months+ or change to nine (9) years and xx months],** extending to June 30, 20XX **[insert year]**. Reappointment for up to ten (10) years at a time may be granted subject to the appointee continuing to maintain the high standard of performance required at the rank of Professor (Partner). Promotion to this rank is not automatic or based on years of service.
13. Reappointment is at the discretion of the University and factors including continued Partner Institution sponsorship, satisfactory performance appraisals and compliance with UBC agreements and policies.
14. UBC, at its discretion, may terminate the Partner appointment, upon the provision of 30 days’ written notice, in accordance with UBC Policy AP4 (formerly Policy #42). Further and consistent with Policy AP4 (formerly Policy #42), we acknowledge that UBC may terminate the Partner appointment at any time for what it considers to be cause without notice.

**Academic Deliverables**

1. All UBC faculty members are expected to contribute to the UBC community according to established responsibilities in teaching, scholarly activity and academic service, depending on the appointed rank. Assignment of your duties will be decided by mutual agreement between yourself, **[Partner Institution direct report]** and the **[Department Head/School Director]** of **[name of academic unit]***.* You will be expected to maintain an active research and scholarly program, to participate fully and with distinction in undergraduate, graduate and postgraduate education, as needed, and to carry out your share of advising duties and committee assignments. All academic duties and responsibilities shall be carried out under the direction of your **Department Head/School Director** and are subject to evaluation by your **Department Head/School Director**. Your academic deliverables in this position will be:
   1. Teaching: Teaching responsibilities for the **Department/School** and Faculty may change over time, and will be assigned by your **Department Head/School Director**, in consultation with the [*Partner Institution report*], as the needs of the **Department/School** or Faculty dictate. **[ACTION: insert specific description of workload]**
   2. Scholarly Activity: **[ACTION: provide specific description]**
   3. Academic Service: Participation in service activities at all levels within UBC and in scholarly/professional communities is important and we encourage you to be fully engaged in service. **[ACTION: provide specific description i.e. sitting on UBC committees]** You are also encouraged to attend Full Faculty Meetings. Initially though your involvement with such activities will be of a lesser degree with the understanding of a more gradual involvement over time. Increased levels of academic service are expected of more senior faculty, with Professors (Partner) showing the greatest involvement.

It is acknowledged that such academic duties will occur in the context of your role at the **[Partner Institution]** unless otherwise agreed.

1. In accordance with University Policy HR1[[3]](#endnote-3) (formerly Policy #51)(Curriculum Vitae and Publications Record), you are responsible for maintaining a current record of your academic and administrative activities in the form of a CV[[4]](#endnote-4) prepared in the University format. A Teaching Dossier[[5]](#endnote-5) should also be prepared and kept up-to-date. These career records may include other documents, which the University considers relevant to your academic career. You agree to make such documents available to your **Department Head/School Director****[ACTION: insert if applicable:, Division Head])** and to other duly authorized representatives of the University upon request.
2. In accordance with University Policy SC3[[6]](#endnote-6) (formerly Policy #97)(Conflict of Interest and Conflict of Commitment) you must maintain up-to-date Conflict of Interest and Conflict of Commitment declarations[[7]](#endnote-7).
3. You will be expected to acknowledge the University of British Columbia and **[Partner Institution]**in all public announcements, publications and presentations.
4. **[ACTION: use if applicable] [Name of Chair/Professorship/Distinguished Scholar]: UBC**
5. You will be the holder of the **Chair / Professorship / Distinguished Scholar** of **[insert name of Chair/Professorship/Distinguished Scholar][[8]](#endnote-8).**
6. The initial term of the **Chair /Professorship/ Distinguished Scholar** is for **[ACTION: choose which is applicable**: **xxxx (#)** years **[OR]** **xxxx (#)** years and **xxxx (#)** months**]**, renewable for **xxxx (#)** years, subject to the successful review of the holder’s research and performance relative to the objectives of the **Chair/ Professorship/ Distinguished Scholar**.
7. As the holder of the **Chair/Professorship/ Distinguished Scholar** in **[*insert* name of Chair/Professorship/ Distinguished Scholar]**, you will be responsible for ensuring that all expenses charged against that portion of the endowment income **[ACTION: Insert if applicable:** if not endowed, see agreement in place such as guideline, terms of reference, etc.**]** for which you are responsible are in line with the donor's intent and with the purpose of the endowment as outlined in the Endowment Fund letter agreement and other endowment agreements supporting this Chair (“Honorific Agreements”).
8. You will acknowledge the donors to the **Chair/Professorship/Distinguished Scholar** in all public announcements, publications and presentations.
9. You will provide reports in accordance with the terms of the Honorific Agreements. Such reports will be provided to the Dean of the Faculty of Medicine (or delegate) by January 31st of each year **[ACTION: insert if donor involved:** and will include a brief summary of the highlights of your accomplishments as it relates to the **Chair/Professorship/Distinguished Scholar]**.
10. These and other terms related to this **Chair/Professorship/Distinguished Scholar** are specified in the Honorific Agreements which will be provided under separate cover.

# COMMITMENTS

1. **[Partner Institution]** agrees to sponsor your Partner Appointment with the University by allowing sufficient time for you to meet the academic requirements for reappointment and promotion, as well as any other applicable support provided by **[Partner Institution]**.
2. Your salary and benefits will be provided by your employer, **[Partner Institution]**.

**Start Up Funds/ Equipment:**

1. **[ACTION: insert description of funds & equipment] [include only if UBC/ FOM start-up funds is provided**]
2. Your start-up funds are to be used within the first five (5) years of your appointment. **[include only if UBC/ FOM start-up funds is provided]**
3. You will acknowledge and agree that should you cease to be an appointee of the UBC within five (5) years for whatever reasons, you shall repay to the UBC the pro rata portion of the start-up funding amount representing the part of the 5-year period for which you cease to be an appointee of UBC. **[include only if UBC/ FOM start-up funds is provided]**
4. UBC will maintain ownership of all equipment you acquire with UBC or grant funding managed by UBC; however, you are able to use such equipment throughout your appointment with UBC.

**Office/ Research Space** **[include only if UBC/FOM space is provided]**:

1. The following space will be allocated to you upon your appointment:  
   **(include room numbers, location, etc.)**
2. This will be an initial allocation, which will be reviewed to ensure it remains consistent with UBC **[insert if applicable:** and hospital space policies**]**. Following discussion with you, changes in space allocation may be made.

**Academic Administrative Support [include only if applicable]:**

1. **[ACTION: insert description of administrative support]**

**(**Choose from the following materials below to add to the above offer letter **if required** (paragraph numbers will update appropriately when moved)**. Delete** all unnecessary paragraphs, except for the final page: **The End Notes page must be kept.)**

**[ACTION: user if applicable] IMMIGRATION**

1. As a foreign academic, it is your responsibility to obtain a temporary work permit or a permanent resident visa prior to your appointment start date at UBC. If your temporary work permit is not valid prior to your start date, then your start date will be changed to reflect the issuance date of your temporary work permit. If you have questions about Immigration please contact the **Department/School**’s Administrator or Housing & Relocation Services.
2. As you are also an employee of **[Partner Institution]**, you will be required to obtain either a dual work permit or a secondary work permit with both “UBC” and “**[name of agency]**” listed under the “employer” section of the work permit application form. For assistance and information, please visit the University Faculty Relations’ website[[9]](#endnote-9) and contact [insert name and details of contact].

**MENTORING**

1. As part of the Faculty’s commitment to supporting its members, each new faculty member is expected to access the Faculty of Medicine orientation materials on the Faculty of Medicine website.[[10]](#endnote-10) Faculty members are also encouraged to participate in the faculty mentorship program.[[11]](#endnote-11) **[ACTION: insert only for Assistant Professor and Associate Professor appointees:] [Choose which is applicable:** Your **Department Head/School Director** will assign you an initial mentor within three (3) months of your appointment. **[OR]** Your initial mentor will be **[name of mentor]]**. You are encouraged to review your mentorship on an annual basis with your **Department Head/School Director**.

# FULL AGREEMENT [additional items may be added]

1. This letter constitutes the full terms of UBC's offer of appointment and supersedes all other commitments, either written or verbal, that may have been made to you.
2. Should you accept this offer, your appointment with the University will be governed by the *Faculty of Medicine Policy on Partner Appointments* and all of the FOM’s[[12]](#endnote-12) and University's policies,[[13]](#endnote-13) noting in particular Policy AP4 (formerly Policy #42) (Faculty Term Appointments Policy), Policy SC6 (formerly Policy #85) (Scholarly Integrity)[[14]](#endnote-14), Policy LR2 (formerly Policy #87) (Research)[[15]](#endnote-15), and Policy LR11 (formerly Policy #88) (Inventions and Discoveries)[[16]](#endnote-16). The FOM and University policies may be amended and such amendments, no matter when adopted, are binding upon you unless an arrangement to the contrary exists within policies, bylaws and rules of **[Partner Institution].**
3. You are 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[[17]](#endnote-17). 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.[[18]](#endnote-18) 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.
4. As a new appointee of UBC, you are required to present to your department, original documentation to confirm (1) your identity and (2) your eligibility to work in Canada and at UBC. It is your responsibility to ensure that you are legally entitled, pursuant to CIC’s requirements, to work at UBC and the **[Partner Institution]**.

🙛

Please take the time to review this letter of offer for accuracy and upon your agreement, sign below and return it to [name, job title] by **[insert year]**. Please keep a copy of this signed letter for your own records.

Yours sincerely,

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

**[name] [credentials]** Date

**Head/ Director, [name of Department/School]**

The University of British Columbia

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

Dermot Kelleher MB, MD, FRCP, FRCPI, FMedSci, FCAHS, FRCPC, AGAF Date

Professor, Department of Medicine

Dean, Faculty of Medicine

Vice-President, Health

The University of British Columbia

I am in agreement with the above terms and conditions.

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

**[name of incumbent]**, **[credentials]** Date

**CC: [insert name, title and credentials of Partner Institution signing authority]**

**Enclosure: *Policy on Partner Appointments, approved by FOM Executive September 14, 2014***

**APPENDIX A**

**REAPPOINTMENT AND PROMOTION SCHEDULE**

A summary of appointments, reappointments and promotions are set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner Appointment Rank** | **Initial Appointment** | **Reappointment** | **Promotion Review Schedule** |
| Assistant Professor | 3 years or less | 3 years & then 2 years. 3 years after year 8. | 5th year & 7th year & then every 3 years |
| Associate Professor | 5 years or less | Up to 10 years at a time | 5th year & then every 3 years |
| Professor | 5 years or less | Up to 10 years at a time | n/a |

**APPENDIX B**

# ACADEMIC DELIVERABLES – PARTNER FACULTY

**APPENDIX C**

# ORIENTATION

1. **Work-Life & Relocation Services Centre**

The Work-Life and Relocation Services Centre helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. Please browse their site to learn more about the information and services available to you via the Work-Life & Relocation Services Centre: [www.hr.ubc.ca/housing-relocation/](http://www.hr.ubc.ca/housing-relocation/).

1. **Welcome Guide**

The UBC Welcome Guide allows you to learn the basics about relocating to UBC and Vancouver. The Welcome Guide contains information about support services available for faculty and staff at UBC. It covers immigration, relocation, accommodation, childcare, important dates and much more: [www.hr.ubc.ca/housing-relocation/vancouver-profile/welcome-guide-vancouver/](http://www.hr.ubc.ca/housing-relocation/vancouver-profile/welcome-guide-vancouver/).

1. **Faculty & Staff Self-Service:**

You will be given an ID# and PIN# and with that, you will need to sign-up for a Campus Wide Log-in (CWL) ID to access the Faculty and Staff Self-Service web portal. We encourage you to visit the portal during your first month with UBC to update important contact and emergency information and to view your personal information. To sign-up for your CWL – visit [www.it.ubc.ca/cwl/homelink.shtml](http://www.it.ubc.ca/cwl/homelink.shtml) and to access the self-service portal with your CWL, visit [www.my.ubc.ca](http://www.my.ubc.ca).

1. **Mandatory Training**

As a new Partner appointee, several training courses are mandatory to meet WorkSafeBC and UBC requirements. These courses include New Worker Safety Orientation, Privacy & Information Security Fundamentals Training, Workplace Violence Prevention Training, and Preventing and Addressing Workplace Bullying and Harassment Training. Once you have a CWL ID, you will be able to access the training programs at <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/> which must be completed before the end of the first month of your appointment. Once completed, please print out the completion certificates and give them to your Administrator.

1. **Workplace Health**

The Health Promotion Programs (HPP) team, as one of many campus stakeholders, is actively involved in the creation of a safe community that encourages employee health. Their commitment to employee health is part of the larger university goal to create an outstanding work environment as outlined in the UBC Strategic Plan, as well as the UBC Focus on People strategy to develop a sustainable, healthy workplace. For more information, please see the HPP website: [www.hr.ubc.ca/wellbeing-benefits/workplace-health/](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/).

1. **Awards and Honours:**

Recognizing the accomplishments of faculty and staff members alike is an exciting and in itself, rewarding opportunity.  In this way, we celebrate excellence from contributions in research, teaching, leadership and more general contributions to local, national, and international society. For more information about awards and honours, please see the Faculty of Medicine website: <https://mednet.med.ubc.ca/HR/myHRfaculty/AwardsRecognition/>.

1. **Faculty Development**

UBC’s Faculty Development network aims to empower teachers to be successful by providing educational support that takes into account the needs of all teaching sites and teachers at all career stages. To become involved with events and programs at your site, reach out to your local faculty development director:

* Vancouver-Fraser Medical Program: Dr. Linlea Armstrong ([fac.dev@ubc.ca](mailto:fac.dev@ubc.ca))
* Island Medical Program: Dr. Sarah Buydens ([facdev@uvic.ca](mailto:facdev@uvic.ca))
* Northern Medical Program: Dr. Julia Wimmers-Klick ([julia.wimmers-klick@unbc.ca](mailto:julia.wimmers-klick@unbc.ca))
* Southern Medical Program: Dr. Robyn Hutchings ([robyn.hutchings@ubc.ca](mailto:robyn.hutchings@ubc.ca))

For more information, please visit <http://facdev.med.ubc.ca/> or contact the Office of Faculty Development at [fac.dev@ubc.ca](mailto:fac.dev@ubc.ca).

1. **UBC Equity and Inclusion Office**

The UBC Equity and Inclusion Office (EIO) is an impartial, welcoming, confidential resource providing information, education and intervention services for Faculty, Staff and Students, primarily to prevent and help address harassment and other forms of discrimination and to support an equitable, respectful environment at UBC, for faculty, staff and students. EIO provides information, education and facilitation on equity, diversity, human rights and respectful environment, as well as supports and collaborates with units at the University by providing expertise related to equity, diversity, human rights, and respectful environment to create and maintain healthy, respectful, welcoming environments. EIO can also provide information on available formal complaint options and procedures in a safe, confidential setting and are an “open door” throughout that process. EIO administers Policy SC7 (formerly Policy #3) , the UBC Policy on Discrimination, which covers human rights-based discrimination and harassment.

You are always welcome to contact the Equity & Inclusion Office at https://equity.ubc.ca/ to make an appointment, and are invited to refer others who may have concerns and wish a confidential, safe and welcoming environment to clarify their situation and discuss options.

1. **UBC Centre for Accessibility**

The UBC Centre for Accessibility provides leadership on issues of accessibility for people with disabilities at UBC Vancouver, working in partnership with faculties to foster inclusive learning, living and working environments for students, faculty and staff. The UBC Centre for Accessibility provides support and programming initiatives designed to remove barriers for students with disabilities and facilitates disability related accommodations for members of the UBC Vancouver community.

Accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To confidentially request an accommodation, please contact your Department Administrator.

# end-Notes

1. 1 For UBC Policy AP4 (formerly Policy #42), refer to <https://universitycounsel.ubc.ca/files/2019/08/Faculty-Term-Appointments-Policy_AP4.pdf> [↑](#endnote-ref-1)
2. For Policy on Appointments in the Faculty of Medicine for Employees of Partner Institutions, refer to <https://mednet.med.ubc.ca/HR/managingFaculty/AppointmentsAndReappointments/Documents/The%20Faculty%20of%20Medicine%20Policy%20on%20Partner%20Appointments.pdf> [↑](#endnote-ref-2)
3. For UBC Policy HR1 (formerly Policy #51)(Curriculum Vitae and Publications Record), refer to <https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/CV-Policy_HR1.pdf> [↑](#endnote-ref-3)
4. For a sample CV, refer to <https://mednet.med.ubc.ca/HR/managingFaculty/PromotionAndTenure/Pages/Information-for-Candidates.aspx> [↑](#endnote-ref-4)
5. For a sample Teaching Dossier, refer to <http://ctlt.ubc.ca/resources/teaching/portfolios/> [↑](#endnote-ref-5)
6. For UBC Policy SC3 (formerly Policy #97)(Conflict of Interest and Conflict of Commitment), refer to <https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/COI-Policy_SC3.pdf> [↑](#endnote-ref-6)
7. For information on COI / COC declarations, refer to <https://mednet.med.ubc.ca/AboutUs/PoliciesAndGuidelines/> & the UBC Office of Research Services website @ [www.ors.ubc.ca](http://www.ors.ubc.ca) [↑](#endnote-ref-7)
8. For UBC Policy LR1 (formerly Policy #47)(Honorifics), refer to <http://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Honorifics-Policy_LR1.pdf> [↑](#endnote-ref-8)
9. For info about immigration, refer to  [http://www.hr.ubc.ca/faculty-relations/immigration/immigration-process-for-foreign-academics/](%20http://www.hr.ubc.ca/faculty-relations/immigration/immigration-process-for-foreign-academics/%20%20)  [↑](#endnote-ref-9)
10. This will focus on supporting your successful career development in education and research within the Faculty of Medicine and includes an overview of the Faculty, its strategic direction and various leadership portfolios. The Faculty of Medicine website is available @ [www.med.ubc.ca](http://www.med.ubc.ca). [↑](#endnote-ref-10)
11. For the Mentoring program, refer to <https://mednet.med.ubc.ca/hr/myhrfaculty/careerandprofessionaldevelopment/Mentoring/> [↑](#endnote-ref-11)
12. For all of the FOM’s policies, refer to <https://mednet.med.ubc.ca/AboutUs/PoliciesAndGuidelines/> [↑](#endnote-ref-12)
13. For all of the University’s policies, refer to [universitycounsel.ubc.ca/policies/index/](http://universitycounsel.ubc.ca/policies/index/) [↑](#endnote-ref-13)
14. For UBC Policy SC6 (formerly Policy #85) (Scholarly Integrity), <https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Scholarly-Integrity-Policy_SC6.pdf> [↑](#endnote-ref-14)
15. For UBC Policy LR2 (formerly Policy #87) (Research), <https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Research-Policy_LR2.pdf> [↑](#endnote-ref-15)
16. For UBC Policy LR11 (formerly Policy #87) (Inventions and Discoveries), <https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Inventions-Policy_LR11.pdf> [↑](#endnote-ref-16)
17. For the “Respectful Environment Statement” refer to [www.hr.ubc.ca/respectful-environment/](http://www.hr.ubc.ca/respectful-environment/) [↑](#endnote-ref-17)
18. For the “Professional Standards” document refer to <https://mednet.med.ubc.ca/AboutUs/PoliciesAndGuidelines/> [↑](#endnote-ref-18)