

Appointment as Assistant Professor, Partner Stream – Flow Chart

Approval to Recruit – Recruitment Committee First Review: All academic recruitments are to be reviewed & approved by the Dept's Recruitments & Resources Committee. Division notifies Dept of intention to recruit & Jane will email Div list of what is needed (and samples) for Recruitment Committee review. Committee meets once each month. Documents Needed:

- New Academic Recruitment Summary Form (details salary, space, work duties, etc)
- Letter of Justification for the Recruitment from the UBC Division Head
- Funding Plan & Guaranteed Funding Letters & back up documents (Division to work with Nicholas Sidorenko)
- Job Description
- Candidate's CV

The Recruitment Committee will vote & their decision is communicated to Division.

6 weeks - 2 months

Offer Letter

- 1) Dept (Jane) uses most recent offer template & info from FRR to begin offer draft. Sends to Division to fill in blanks.
- 2) Division completes details and then sends back to Dept.
- 3) Dept seeks feedback and/or approval from all signatories on draft, including Dean's office & Partner Institution
- 4) Dept obtains Partner Institution Guarantee Letter
- 5) When Dean's office gives approval, Dept will put offer on Dept letterhead. Dept works with Div to get all the signatures (Dean signs after all others, except candidate).
- 6) Div sends offer to candidate for signing. Candidate returns copy of signed letter.

2 months

Division gathers documents for AARPT Committee

- (candidate may wish to wait until after offer is signed before beginning this stage)
- CV in UBC format
 - Letter from UBC Division Head
 - Reference Letters – Dept has to have 3 letters and at least 1 must be from someone who has not published with the candidate. Dept Head will obtain the letters, but we need names from the Division Head or Candidate:
 - List of at least 4 potential references, with those who were not co-publishers noted.
 - Teaching Evaluations & Teaching Dossier
 - Personal Info Form & copy of SIN card (needed for payroll)
 - Dept will obtain Letter of support from hospital department head if needed (not needed for VGH & PHC)

2 months

File reviewed by AARPT – vote taken. Department notifies Division & Candidate of vote result.
1 month

Dept. Head's recommendation sent to Dean

2 weeks

Dean reviews file. Sends request for approval to Provost/VP Academic. Provost approves & sends info to payroll.
1 month

Payroll enters appointment on their system. Department checks payroll system for confirmation of appointment. Department notifies Division

1 – 2 months