Appointment as Assistant Professor - 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
- Ad Wording

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

6 weeks - 2 months

Approval to Advertise -

- All Academic positions must be advertised (there are very few exceptions)
- We must obtain permission to advertise from the Dean & Provost. Jane will input the request on erecruit:
 - o The Ad text: Jane will work with Division Administrator on ad text
 - FRR & back up financial documents (Faculty Recruiting Request Form) Nicholas Sidorenko will
 contact the Division to obtain any info not clear from the information submitted to the Recruitment &
 Resources Committee (step above)

Approvals at the Dept, Faculty, Faculty Relations and Provost are processed over e-recruit

4 - 6 weeks

Ad Placed: Once approved the ad can go in journals. At a minimum, we are required to advertise on E-Recruit, University Affairs, at least one other national journal and our Department of Medicine website. Ad to be placed for minimum of 30 days. Division covers cost of advertising. Division to specify where they want to advertise (and whether they want online for print). Jane will work with advertising agency to place the ads.

1 to 2 months

Applications received, Division convenes a Search Committee. Search Committee reviews and short lists. previous University employer or from UBC.

1 month

Division submits paperwork for 2nd Review by Recruitment & Resources Committee. Recruitment Committee determines if the recruitment met the goals initially indicated during first review. Documents needed:

- All info from 1st Review
- Letter from Division Head explaining decision
- Offer Letter Draft if there is one

- Search Committee Info Form
- CV of Preferred Candidate

This review is done over email to save some time. Decision is communicated to Division Head, 2 weeks

HRDC Approval – Foreign Academics

- Once candidate has been confirmed the Division notifies the Department and then completes the Foreign Worker Recruitment Checklist and Data Form & the Foreign Academic Recruitment Summary. Sends the info to Faculty Relations (via Dept), along w/ signed offer letter.
- 2) Faculty Relations send the request to HRDC for approval
- HRDC sends confirmation to Faculty Relations

Up to this point: minimum of 8 weeks

- 4) Faculty Relations sends the HRDC approval to the candidate. The candidate sends the HRDC approval to their closest Canadian Embassy for approval to immigrate.
- 5) Work permit is granted at point of entry into Canada
- Candidate applies for SIN, sends copy to Dept

Timeline depends on move schedule

Dept sends SIN & work permit info to Dean's Office for payroll 1 week

Offer Letter

- 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, then sends back to Dept.
- Dept seeks feedback and/or approval from all signatories on draft, including Dean's office.
- 4) 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.
- 5) Div sends offer to candidate for signing. Candidate returns copy of signed letter.

Offer letter can be worked on while the job is being advertised, but nobody can sign until after the posting closing date. **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 copublishers 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

updated January 2014