Appointment at Clinical Instructor / Clinical Assistant Professor / Clinical Associate Professor
Flow Chart

If the candidate is a non-Canadian, and does not have Permanent Resident status, please follow steps outlined on document “PROCESS FOR LABOUR MARKET OPINION, WORK PERMIT, SOCIAL INSURANCE NUMBER – CLINICAL FACULTY”

If they are Canadian, follow the steps below.

Division gathers documents for AARPT Committee:
- See up-to-date list on UBC Department of Medicine website under Human Resources

1-2 months

Offer Letter
1) Division contacts HR Assistant to request latest draft template be sent to them.
2) HR Assistant fills out draft, sends to Division for input. Division fills in blanks, sends back to HR Assistant.
3) HR Assistant circulates the draft for approval by the Department Heads and hospital medical affairs staff.
4) HR Assistant will put letter on Dept letterhead, obtain Dr. Meneilly’s signature and send it to Division Administrator to begin circulating for signatures.
5) The Division Administrator will return the final signed copy to the HR Assistant.

2 months

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

Dept. Head’s recommendation sent to Dean then Provost via ePAF 1-2 weeks

Dean’s office sends congratulations letter to candidate. Copies Dept. 1 month

Payroll enters appointment on their system. Department checks payroll system for confirmation of appointment. Department sends congratulations letter to candidate and copies division. 2-4 weeks