Appointment as Associate Professor/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
- Guaranteed Funding Letters & back up documents (Division to work with Nicholas Sidorenko)
- Job Description
- Candidate CV

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

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### 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, 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.

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### 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 4 arms-length letters. None can be from candidate’s previous University employer or from UBC. Dept Head will obtain the letters, but we need names from the Division Head or Candidate:
  - List of at least 4 potential references (not arms-length)
  - List of at least 6 external arms-length referees from Division Head
  - 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)

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

1 month

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### Dept. Head’s recommendation sent to Dean

2 weeks

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### Faculty Appointments Committee meets & votes. Their recommendation sent to Provost/VP Academic.

2 – 4 months

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

1 – 2 months