## Appointment as Associate Professor & 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:
  - 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

### Applications received, Division convenes a Search Committee

Search Committee reviews and short lists. previous University employer or from UBC.  
1 to 2 months

### Division submits paperwork for 2nd Review by Recruitment & Resources Committee

Recruitment Committee determines if the recruiting 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

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

## HRDC Approval – Foreign Academics

1. 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
3. 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
6. Candidate applies for SIN, sends copy to Dept

Timeline depends on move schedule

### 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.
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 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)  

2 months

### File reviewed by AARPT – vote taken.

Department notifies Division and Candidate of result.  
1 month

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

2 weeks

### Faculty Appointments Committee meets & votes. Their recommendation sent to President’s Senior Appointments Committee. Dept & Candidate notified as well.

2 - 4 months

### Senior Appointments Ctte meets & votes. Their recommendation sent to President for final decision.

Pres Office Notifies Dept & Candidate.  
2 - 4 months

### Payroll enters appointment on their system.

Department checks payroll system for confirmation of appointment. Department notifies Division & Candidate  
1 – 2 months

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Dept. Head’s recommendation sent to Dean  
2 weeks

Faculty Appointments Committee meets & votes. Their recommendation sent to President’s Senior Appointments Committee. Dept & Candidate notified as well.  
2 - 4 months

Senior Appointments Ctte meets & votes. Their recommendation sent to President for final decision.  
Pres Office Notifies Dept & Candidate.  
2 - 4 months

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