

# Clinical Faculty Appointments Checklist

As of March 2020

When a Division has decided to appoint a new clinical faculty member, use chart below and work with your assigned Human Resources Assistant to complete the package.

<b>Divisions: Cardiology, Endocrinology, Geriatrics, Hematology, HIV/AIDS, Palliative Care</b> <i>Allison Lee, Human Resources Assistant, Email: allison.lee@ubc.ca Tel: 604-875-5429 Fax: 604-875-4886</i>				
<b>Divisions: Allergy &amp; Immunology, Critical Care, Community Internal Medicine, General Internal Medicine, Infectious Diseases, Nephrology, Physical Medicine and Rehabilitation, Respiratory Medicine</b> <i>Ana Sial, Human Resources Assistant, Email: ana.sial@ubc.ca Tel: 604-875-4772 e Fax: 604-875-4886</i>				
<b>Divisions: DOM, Gastroenterology, Medical Oncology, Neurology, Rheumatology</b> <i>Madeline Doig, Human Resources Assistant, Email: madeline.doig@ubc.ca Tel: 604-875-4111 ext. 62328 Fax: 604-875-4886</i>				
<b>Mailing Address: 10th Floor, Gordon and Leslie Diamond Health Care Centre, 2775 Laurel Street, Vancouver, BC V5Z 1M9</b>				
Clinical Faculty Appointments are processed by the Department year-round. Each new appointment must be reviewed and voted on by the Dept's Academic Appointments, Reappointments, Promotions and Tenure Committee (AARPT) before the file will be sent to the Dean for approval. The UBC Board of Governors will give final approval. For more information on Clinical Faculty Appointments in the UBC Faculty of Medicine: <a href="http://www.med.ubc.ca/faculty_staff/clinical_faculty.htm">http://www.med.ubc.ca/faculty_staff/clinical_faculty.htm</a>	<b>New Appointment as:</b>			
	<b>Clinical Instructor</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
<b>UBC Division Head to Provide</b>				
<b>UBC Division Head Support Letter</b>	X	X	X	X
<b>List of 4 Potential Arms-Length External Referees</b> <i>see form</i>				X
<b>Candidate to Provide</b>				
<b>UBC Faculty of Medicine Application for Clinical Faculty Appointment</b> <i>required for all clinical faculty appointments</i> <i>* please ensure to include your Social Insurance Number and your date of birth in the application form as this information is required to create your UBC ID. If your SIN starts with a "9" please also submit copies of your SIN card, permanent resident card or work permit. Please call before faxing for your personal security.</i>	X	X	X	X
<b>Clinical Faculty Payment Instructions Form</b> <i>required for all clinical faculty appointments</i>	X	X	X	X
<b>CV in UBC format</b> <i>HR Assistant will provide UBC CV template and instructions</i> <i>please make sure the teaching section is filled out as much as possible</i>	not required	X	X	X
<b>Candidate's Letter of Request <u>or</u> a Letter of Recommendation from the Regional Associate Dean</b> <i>If you are a potential new clinical faculty member and have not discussed your appointment with your UBC Division Head, you will need to provide a letter outlining the reason you are requesting an appointment, details of your training, your present clinical position, teaching background, and what teaching you will be doing for the Dept.</i>  <i>For Candidates in the SMP, IMP and NMP, if the Regional Associate Dean provides a letter of recommendation outlining the reason the candidate is requesting the appointment and what the candidate will be doing for the Dept, the candidate is not required to provide a letter of request.</i>	X	X	X	X
<b>Teaching Evaluations</b> <i>if you cannot obtain evaluations, please let us know.</i>	preferred, not required	preferred, not required	X	X
<b>List of 4 Potential Arms-Length External Referees</b> <i>see form</i>	not required	not required	not required	X
<b>Home Hospital Department Head Support Letter <u>or</u> Name &amp; Contact Info of Home Hospital Department Head</b> (if outside of VGH or PHC) <i>(Completed Home Hospital Support Form is acceptable for all ranks)</i>	X	X	X	X
<b>5 of Candidates Most Important Publications</b> <i>emailed PDFs preferred, but will accept hard copies</i>			X	X
<b>Intro Phone Call With Head UBC Dept of Medicine</b> <i>Please call 604-875-4045 to arrange a 10 minute intro phone call w/ Department Head</i>	X	X	X	X