

**DEPARTMENT OF MEDICINE
NEW FACULTY RECRUITMENT PROCESS**

STEP 1 – DIVISION COMMUNICATES INTEREST IN HIRING TO DEPARTMENT

Division Head should email the Faculty Hires and Promotions Manager (FHPM) to notify Department of their interest in doing a recruitment. jane.zhang@ubc.ca

STEP 2 – DEPARTMENT PROVIDES MATERIALS TO DIVISION HEAD TO COMPLETE

FHPM will email Division Head the documents to be completed:

- Sample Ad (Division to complete draft ad for their position)
- Sample Job Description (Division to complete job description for their position)
- DOM New Faculty Recruitment Summary Form
 - o Guaranteed Funding Letter Template
 - o Funding Plan Spreadsheet (The Faculty of Medicine requires a 10-year funding plan for all new recruitments)
- Letter of Justification for the Recruitment from UBC Division Head

Division Head to email above documents to jane.zhang@ubc.ca when completed.

STEP 3 – DIVISION HEAD PREPARES ABOVE LISTED MATERIALS AND SENDS THEM TO THE DEPT

see samples attached – include references for sources on creating them

* For joint appointments, the FHPM will assist the division in coordinating the preparation of the above documents with the collaborating unit

STEP 4 –DEPARTMENT OF MEDICINE’S RECRUITMENT & RESOURCES COMMITTEE PROVIDES INITIAL APPROVAL OF POSITION

After submitting the required information to the Department, you will be contacted with the date of the next Recruitment and Resources Committee meeting where your recruitment case will be discussed. It is expected that you attend the meeting to present your case. If you are unable to attend, you may send a designate to present.

STEP 5 – DIVISION PROVIDED WITH INFORMATION ON SEARCH COMMITTEE

After your case has been approved, FHPM will email you the University’s guidelines for search committees and the Candidate Selection Summary Form.

* For joint appointments, the FHPM will assist the division in setting up the search committee with the collaborating unit.

STEP 6 –THE DEAN AND PROVOST APPROVAL OF POSITION, AND JOB ADVERTISEMENT – The FHPM at the Department of Medicine office will work with you to ensure position is approved by the Dean and Provost and that it is advertised according to the University’s policies. The FHPM can be reached at jane.zhang@ubc.ca or tel: 604-875-4111 ext. 63086.

STEP 7 – DIVISION TO ESTABLISH SEARCH COMMITTEE

Division is expected to follow Department and University guidelines in establishing a search committee.

* For joint appointments, the FHPM will assist the division in setting up the search committee with the collaborating unit.

STEP 8 – DIVISION SEARCH COMMITTEE SCREENS APPLICATIONS, INTERVIEWS CANDIDATES & MAKES SELECTION

After making their selection (but before making an offer to any candidate) – Division must submit Complete and Submit Candidate Selection Summary Form to jane.zhang@ubc.ca

STEP 9 – DIVISION TO WORK WITH DEPARTMENT ON OFFER LETTER DRAFT

Division to notify FHPM that they are ready to begin drafting an offer letter. Department will send Division the most up-to-date offer template to work from. FHPM will work with Division, Dean’s office and hospital to get offer completed.

* For joint appointments, the FHPM will assist the division in preparing the draft offer letter with the collaborating unit.

STEP 10 – DEPARTMENT’S RECRUITMENTS & RESOURCES COMMITTEE WILL REVIEW CASE

The Recruitment and Resources Committee will review the recruitment a second time. They will be reviewing the Candidate Selection Summary Form (submitted in Step 8) and following up to ensure the Search Committee has conducted a fair and inclusive search. The Committee will also review the offer draft to ensure the Division has included all key topics. This second review will take place over email to save time.

STEP 11 – OFFER DRAFT FINALIZED, EDITS MADE, CIRCULATED FOR SIGNATURES

The FHPM will work with the Division on any edits requested by the Recruitments and Resources Committee and request approval by the Faculty of Medicine Dean’s office before circulating the offer letter for signatures.

* For joint appointments, the FHPM will work with the division and the collaborating unit on any edits requested, and request approval by the Faculty of Medicine Dean’s office and the collaborating Faculty Dean’s office before circulating the offer letter for signatures.

STEP 12 – MENTORING RELATIONSHIP ESTABLISHED

The Department Head and the Director of the DOM Mentoring Program will work with the Division Head to seek out an appropriate mentor for new Assistant Professors.

STEP 13 – COLLECT DOCUMENTS FOR THE DEPT OF MEDICINE APPOINTMENTS COMMITTEE

FHPM in the UBC Department of Medicine will provide the Division with a list of documents needed for the Department’s Appointments Committee. This list varies depending on the rank.

STEP 14 – CASE IS REVIEWED & VOTED ON BY DEPT OF MEDICINE’S APPOINTMENTS COMMITTEE

The Department Head and the FHPM will keep you informed as this process moves forward.

* For joint appointments, the FHPM will work with the collaborating unit to coordinate the review by their Appointment Committee and the recommendation letter by the Head of the collaborating unit.

STEP 15 – CASE GOES TO THE DEAN FOR APPROVAL (IF PROFESSOR OR ASSOCIATE PROFESSOR, THEN IT GOES TO THE UNIVERSITY’S SENIOR APPOINTMENTS COMMITTEE AND THE PRESIDENT)

The Department Head and the FHPM will keep the Division informed as this process moves forward.

STEP 16 – CANDIDATE SUCCESSFULLY RECRUITED

Division to plan for the arrival of the candidate.

STEP 17 – CANDIDATE BEGINS POSITION

Division Head to meet with your new recruit regularly to assess and support career path.