**Department of Medicine**

**New Academic Faculty Recruitment Summary Form**

**Please complete this form electronically.**

**Your recruitment request will be viewed by the Department of Medicine’s Recruitment and Resources Committee once all of the below are submitted by email to** [jane.zhang@ubc.ca](mailto:jane.zhang@ubc.ca) **:**

1. **Completed New Academic Recruitment Summary Form (this form)**
   1. **Guaranteed support letters (if grant funded)**

Template for these letters can be found here: <https://mednet.med.ubc.ca/HR/hiringFaculty/Advertising/Pages/default.aspx>

* 1. **Proposed Funding Plan Spreadsheet (see attached template)**

1. **Draft advertisement for this position (see attached template)**
2. **Job description for this position (see attached template)**
3. **Letter of justification for the recruitment from the UBC Division Head**
4. **CV for candidate (if potential candidate has been identified)**

Date:       Division: Division Head Name:

Why are you choosing to recruit now?

How will this position support the Department/School's Strategic Plan and the Faculty of Medicine's Strategic Plan?

How will this position contribute to the health of individuals and communities locally and/or to the life sciences?

Are you replacing a faculty member who is leaving?

If yes, please provide departing Faculty Member’s Name:

Do you have a candidate (positions may only be offered to a candidate after advertising, or in the case of certain grants being awarded? (ie: CRC, Michael Smith)

If yes, please provide his/her name.       Is this person already a UBC employee?

If they are a UBC employee, please provide their current Department and rank.

Rank       Department

|  |  |
| --- | --- |
| Type of position required: | Anticipated Rank: |
| Junior  Mid-Career  Senior | Assistant Professor  Associate Professor  Professor |

***Please provide a brief statement on the area of expertise required:***

**Anticipated Start Date:**

**(*Please note Academic Recruitments take 12 to 18 months to complete.)***

**BREAKDOWN OF TIME**

Please provide an estimated breakdown of time for the candidate (use percentages to total 100%)

Clinical Duties      %

Research      %

Administration      %

Teaching      %

Other      % details

Please provide details of the expected clinical responsibilities and resources available to the candidate: These details are critical and will assist the Committee decide if the amount of protected time and resources are sufficient to allow the candidate to succeed

**CLINICAL DUTIES**

Will this person require hospital privileges?

If yes, at which hospitals will they work?

Vancouver General Hospital UBC Hospital GF Strong

St. Paul’s Hospital Mt. St. Joseph’s Children’s & Women’s

Royal Columbian Other

**SPACE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Please complete the table below with as much detail as possible about the proposed space plan. For more information, click link for a detailed list of all FoM Sites and Buildings.](https://mednet.med.ubc.ca/ServicesAndResources/Facilities/SpacePlanningAndRequests/Documents/Recruitment%2520Planner%2520-%2520Site%2520and%2520Building%2520Name%2520List.xlsx) | | | | |
| **Proposed Space** | | | | |
| **[Site](https://mednet.med.ubc.ca/ServicesAndResources/Facilities/SpacePlanningAndRequests/Documents/Recruitment%2520Planner%2520-%2520Site%2520and%2520Building%2520Name%2520List.xlsx)** | **[Building](https://mednet.med.ubc.ca/ServicesAndResources/Facilities/SpacePlanningAndRequests/Documents/Recruitment%2520Planner%2520-%2520Site%2520and%2520Building%2520Name%2520List.xlsx)** | **Room Number** | **[Room Type](https://mednet.med.ubc.ca/ServicesAndResources/Facilities/SpacePlanningAndRequests/Documents/Recruitment%2520Planner%2520-%2520Room%2520Types.xlsx)** | **Square Footage** |
|  |  |  |  |  |
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|  | | | | |
| Please confirm whether or not the proposed space is within the current Academic Space Footprint (Yes/No): |  | | | |
| Provide details on how the space will be or was acquired: |  | | | |
| Confirmation from Distributed Site/Center attached? (Yes/No): |  | | | |
| Describe any renovation requirements for the proposed space: |  | | | |
| Other Details: |  | | | |

**FINANCIAL CONSIDERATIONS *(Please work with Finance to complete the proposed funding plan. Template attached.)***

**EXPECTATIONS** *This information will be included in the offer letter.*

Please outline any specific expectations about the position:

(such as: candidate expected to apply for salary awards & scholarships in the first 2-5 years of your appointment; expected to apply for operating grants; the list should be comprehensive and in sufficient detail that the annual job performance of the faculty member can be judged against the expectations)

**MENTORING**

Have you identified a mentor for this position?

If yes, please provide mentor’s name:

Do you have any suggestions about who might be approached to be a mentor for this candidate?

**SUMMARY OF RESEARCH PROGRAM**

Please provide a brief (10 lines approx) summary of the plans for the research program for this candidate, and how the plan will look for the first few years of this candidate’s recruitment.

**COMMENTS/OTHER REQUESTS**

If there is anything else you would like to add, please comment below: