

**DEPARTMENT OF MEDICINE  
NEW FACULTY RECRUITMENT PROCESS – PARTNER APPOINTMENTS**

**STEP 1 – DIVISION IDENTIFIES PERSON WHO SHOULD HAVE A PARTNER APPOINTMENT. THIS PERSON IS ALREADY BE EMPLOYED BY AN ORGANIZATION OUTSIDE OF UBC**

Division Head should email the [Faculty Hires and Promotions Coordinator](#) (FHPC) to notify Department of their interest.

**STEP 2 – DEPARTMENT PROVIDES MATERIALS TO DIVISION HEAD TO COMPLETE**

FHPM will email Division Head the documents to be completed:

- Sample Job Description (Division to complete job description for their position)
- DOM New Faculty Recruitment Summary Form for Partner Appointments
- Letter of Justification for the Recruitment from UBC Division Head
- Partner Appointment Sponsorship Letter
- CV of Candidate

Division Head to email above documents to the [Faculty Hires and Coordinator](#) 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

**STEP 4 –DEPARTMENT OF MEDICINE’S RECRUITMENT & RESOURCES COMMITTEE PROVIDES 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 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 outside organization to get offer completed.

**STEP 6 – 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 7 –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 8 – CASE IS REVIEWED & VOTED ON BY DEPT OF MEDICINE’S APPOINTMENTS COMMITTEE**

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

**STEP 9 – CANDIDATE BEGINS POSITION**

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