



UNIVERSITY OF BRITISH COLUMBIA - FACULTY RELATIONS

VANCOUVER CAMPUS

PHONE: (604) 822-1897, FAX: (604) 822-8770

EMAIL: fr@exchange.ubc.ca

OKANAGAN CAMPUS

PHONE: (250) 807-8624, FAX: (250) 762-8625

EMAIL: faculty.inquiries@ubc.ca

www.hr.ubc.ca/faculty_relations/

Faculty Relations: Our Function

We are the Human Resources office for all faculty members. Our functions include providing information and guidance to faculty and their administrators relating to faculty appointments, including recruiting, immigration, salary increases, benefits, retirement, agreements and policies. We also work with the Faculty Association on negotiations and application of the Collective Agreement.

Areas of Interest for New Faculty

Topic	Description	For more information
Benefits	Information about health & insurance plans	www.hr.ubc.ca/benefits/employment_group/faculty/
Contacts in Faculty Relations	Who to call...	www.hr.ubc.ca/faculty_relations/contact.html
CV	All new faculty members are asked to fill out the UBC Curriculum Vitae and Publications Record	www.hr.ubc.ca/faculty_relations/forms.html
Faculty Pension Plan	UBC's Faculty Pension Plan is a defined contribution plan, with members contributing 5% of salary and UBC contributing 10%.	www.pensions.ubc.ca/faculty
Housing Assistance	You may be eligible to apply for the UBC Employee Housing Program to assist in purchasing their first home in the BC Lower Mainland.	www.hr.ubc.ca/faculty_relations/compensation/housing.html
Inviting Visiting Professors, Scholars & Scientists	Generally, for individuals who hold ongoing appointments at another university or institution to which they expect to return.	www.hr.ubc.ca/faculty_relations/recruitmentguide/titles/visitors.html and www.hr.ubc.ca/faculty_relations/immigration/
Maternity and Parental Leaves	Permits you to take a leave of absence upon the birth or adoption of a child.	www.hr.ubc.ca/benefits/employment_group/faculty/leaves.html
Postdoctoral Fellows	Must be appointed within 3 years of obtaining a PhD or 10 years of an MD or DDS.	www.hr.ubc.ca/faculty_relations/recruitmentguide/postdocs.html
Professional Development Reimbursement Fund	This is a University program intended to provide financial assistance for professional development expenses. These expenses must relate to activities that enhance the performance, ability, or effectiveness of your work at the University. Your PDR Entitlement: \$500 per year.	www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html

Research Associates	These are researchers whose salaries and benefits (as appropriate) are paid from research grants or contracts. This title is available only to those persons who hold the Ph.D. degree or other equivalent qualifications that would be appropriate for appointment as Assistant Professor.	www.hr.ubc.ca/faculty_relations/recruitmentguide/researchassociates.html
Salary Increases	Salary increases are negotiated with the Faculty Association are normally effective July 1	www.hr.ubc.ca/faculty_relations/compensation/salaries/facultyincreases/
Study Leaves	Permits you to pursue study or research of benefit to you and the University.	www.hr.ubc.ca/benefits/employment_group/faculty/leaves.html
Tenure and Promotion	Information about procedures, criteria, schedules and workshops	www.hr.ubc.ca/faculty_relations/tenure/
Tuition Fee Waivers	For you and your dependent children	www.hr.ubc.ca/benefits/employment_group/faculty/ppd/tuition_faculty.html

ADDITIONAL CONTACT INFORMATION

Payroll & benefits queries

Vancouver Campus			
Payroll queries	A to G	Carey Wagner	604 822-8127
	H to O	Linda Ayres	604 822-3142
	P to Z	Hollie Griffin	604 822-8978
Benefit queries	A to L	Francis Sykora	604-827-3212
	M to Z	Selma D'Silva	604-822-8701
Okanagan Campus	A to Z	Wade Noseworthy	250 807-8625

Maintaining benefits while on leave

Vancouver Campus	A to K	Carol Piotrowski	604 822-9290
	L to Z	Wentworth Iwasiuk	604 822-8979
Okanagan Campus	A to Z	Wade Noseworthy	250 807-8625

Tuition Benefits for Dependent Children

Vancouver Campus	A to K	Carol Piotrowski	604 822-9290
	L to Z	Wentworth Iwasiuk	604 822-8979
Okanagan Campus	A to Z	Wade Noseworthy	250 807-8625

Professional Development Reimbursement Fund

Eva Chan 604 822-2044

Employee Housing Program – Financial Assistance Option

Vancouver Campus only Sam Wong 604 822-1960

Pension

Enrolment & Refunds Louise Mah 604 822-6015