



Faculty Relations Newsletter

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December 2009

WELCOME TO OUR DECEMBER EDITION! IN THIS ISSUE YOU WILL FIND ARTICLES ON:

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Our newsletter library is available at www.hr.ubc.ca/faculty_relations/newsletters/

NEW TENURE AND PROMOTION GUIDE 2009/10

The Guide provides detailed and helpful information to faculty members as well as Heads, Directors, Administrators and Deans on reappointment, tenure and promotion cases. Revisions to last year's guide have been completed. The [2009/2010 Guide](#) is posted on [the Faculty Relations Website](#), along with a list of the [substantive revisions](#).

IMMIGRATION FROM THE U.S. – NEW POLICY FOR POLICE CERTIFICATES

In past applications for permanent residence, US applicants only had to provide a Federal Bureau of

Investigation (FBI) certificate with fingerprints. Now, state certificates may also be requested. Citizenship and Immigration Canada will inform each candidate if a state certificate is required. A list of Canadian Government offices in the US can be found [here](#). For more information on how and where to obtain a police certificate, see [Citizenship and Immigration Canada](#).

NEW WEBSITE: EMPLOYEE OR INDEPENDENT CONTRACTOR?

There is new information on the [UBC Finance website](#) explaining the differences between employees and independent contractors, and advice on when to use which category. The information includes the legal foundation of the employment relationship, a flowchart, a checklist, and various scenarios. The decision of whether a worker is an employee or an independent contractor should be made *before* the work has begun. If the Department incorrectly classifies an employment relationship and pays the worker as an independent contractor, both the University and the worker are at risk of a reassessment from the Canada Revenue Agency. The Department will be billed for these costs. Please visit the Finance website if you are uncertain of the employment relationship between UBC and the new hire.

ADVERTISING POSITIONS FOR TEACHING ASSISTANTS

If you are hiring a teaching assistant, please remember that positions available for TAs must be distinguished and posted separately from those for which sessional lecturers will be considered. TAs assist course instructors by providing instruction to students; marking exams and assignments; invigilating exams; and providing academic assistance to students in office hours. They may also assist with the delivery of the course where they are under the supervision of the faculty member. TAs do not have full responsibility for the course; the work undertaken remains the responsibility of the course instructor. These terms are set out in the [Teaching Assistants' Collective Agreement](#).

OFFER LETTERS FOR SESSIONALS

Offer letter templates for Sessional Faculty (and all faculty) can be found on the [Faculty Relations website](#). Departments have been sending out offer letters to Sessionals that are missing important information including benefits codes, which leads to misunderstandings and errors. This is a special reminder to administrators to use the templates for Sessional Lecturers.

REAPPOINTMENT CONFIRMATION TEMPLATE

When departments are making reappointments, please use language that

- Confirms the reappointment;
- Includes the start date and end date;
- Notes that the terms and conditions remain unchanged; and/or
- Lists any changes that have occurred to the terms and conditions;
- Thanks the individual for their continuing contributions.

Reappointment confirmation letter templates can be found on the [Faculty Offer Letters website](#).

FIRST PAYCHEQUES - UBCV

All salaried appointees are paid through direct deposit. If direct deposit information is not supplied in time for the first paycheque, a manual cheque will be created. Administrators should call Payroll ahead of time at 822-2187 to ensure that the paycheque is available to be picked up.

REMINDER RE CONFIDENTIALITY

If you receive a request from someone from another organization for information about faculty and staff within your unit, remember that the information may be protected by the [Freedom of Information and Privacy Protection Act](#) (FIPPA). Requests for information should generally be forwarded to the [UBC Access and Privacy Office](#).

CUFA BC - EARLY IN CAREER AWARD

The Confederation of University Faculty Associations of BC (CUFA BC) is excited to announce the addition of a new category – the Early in Career Award – to their annual Distinguished Academics Awards. Nominations for the Early in Career Award, Academic of the Year Award, and the Paz Buttadahl

Career Achievement Award are open from now until February 5th, 2010. Information and nomination forms can be found [here](#). The gala dinner and awards night takes place April 7th, 2010. For more information, contact the [CUFA BC office](#).

MANAGING SICK LEAVES

The management of sick leave may seem complicated - here are a few reminders:

Process:

- A doctor's note should be supplied if time away from work is beyond a few days.
- Leave is granted initially for one month (approval required from Head/Dean). Beyond that, the leave may be extended as required by the Head/Dean in consultation with the President's Office (through Faculty Relations UBCV / Human Resources UBCO). A doctor's note must be obtained and submitted to the Head/Dean.
- It is the responsibility of the Head/Dean to continue to assess the situation (Policy 62).
- At month 4, the individual needs to apply to SunLife for Disability Benefits (with the involvement of the Head/Director), if it is anticipated that more sick leave will be required.

Time:

- Full-time sick leave provides 6 months of paid leave.
- Partial sick leave provides 6 months of (full-time) paid leave, but spread out over a longer period of time (e.g. 50% leave spread over 12 months).
- Beyond 6 months, the leave is unpaid, unless the individual goes on IRP and receives disability benefits.

Who

- The requirements for sick leave apply to Faculty, Librarians, Sessional Faculty over 50%, and Program Directors. Sessional Faculty under 50% or in an appointment less than 4 months (unless otherwise maintaining full benefits) are entitled to 5 days per 4-month term.

If you need assistance managing sick leave, please see the Human Resources website on [sick leave](#) or UBC Health Safety Environment on [how to apply for the long term Income Replacement Plan](#) (IRP).

REMINDER REGARDING ILLNESS AND TENURE CLOCKS

A reminder to all faculty members and Heads that if a faculty member falls ill for a substantial period of time, they should formally be placed on sick leave. If the illness impacts the faculty member's ability to perform research, teaching or other work, this decrease in work could impact on a tenure review in the future. Where a faculty member is placed on sick leave, consideration may be given to extending the pre-tenure period. If sick leave is not taken, the illness should not be a factor in determining the timing of the tenure and promotion review.

VACATION ENTITLEMENT FOR FACULTY MEMBERS

Faculty members are generally entitled to 1 month of vacation per year of appointment. Vacation for Librarians and Program Directors is as per [Policy 56](#). Please note that vacation cannot be carried forward if unused, nor is it paid out. Please see the [Vacation Entitlement information](#) on the Human Relations website for more detailed information.

REMINDER RE DEATHS AND RESIGNATIONS

In the event of a death or resignation of a current faculty member, please remember to submit a [transfer and severance forms](#) to the Department, who need to forward the forms to the Dean, who will forward the forms to Faculty Relations (or HR UBCO), so that we may update our records. Address updates should also be completed. A resignation checklist can be found [here](#) and information concerning the death of a faculty member can be found [here](#).

TUITION FEE WAIVER APPLICATION DEADLINE

A reminder to all faculty, staff and administrators that tuition fee waiver applications should be completed before tuition would normally be due. At the latest, applications must be submitted before the end of the term for which the waiver will apply. This applies to both waivers for faculty members and for their dependent children. To apply for the Tuition Fee Benefit on-line, click [here](#). For more information on the Tuition Fee Benefit, visit [Human Resources Benefits](#) on how to apply.

REQUESTS FOR APPOINTMENT FROM OTHER UNIVERSITIES

Normally, the University does not provide academic appointments to individuals who hold full-time appointments at other Universities, except in the following circumstances:

- 1) If the individual resigns from UBC to take a position elsewhere there may a transition period, when they still have duties at UBC for which they need an appointment.
- 2) When an individual from another University takes their sabbatical at UBC, they are normally appointed as a visiting professor.
- 3) Individuals appointed to teach in the Medical School expansion at UVIC and UNBC should be given an Affiliate appointment in the UBC Faculty of Medicine.

Non-UBC faculty who sit on graduate student committees or collaborate on research projects at UBC do not need a UBC appointment.

A-Z GUIDE

We would like to remind you that many of the questions directed to Faculty Relations can be answered by checking our website. The [A-Z Guide](#) is a particularly helpful resource – please familiarize yourself with the topics. Let us know anything is missing from the Guide.

STAFF CHANGES IN FACULTY RELATIONS

We are very pleased to welcome Mark Trowell and Naomi McFee to the Faculty Relations team. Mark is our new Senior Manager and Naomi is our new Faculty Relations Advisor. Please take a moment to welcome them to the University if you have a chance!

HAPPY HOLIDAYS!

The office of Faculty Relations will be closed the afternoon of December 24th to 8:30am January 4th. We will be checking voice and emails for urgent inquiries. We would like to wish everyone a safe and happy holiday season.

