



Faculty Relations Newsletter

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September 2009

WELCOME TO OUR SEPTEMBER 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/

WELCOME BACK FOR THE SCHOOL YEAR!

We would like to welcome everyone back to the 2009 / 2010 school year.

H1N1 NEWS & UPDATES

The University is continuing to monitor the potential and actual impacts of the H1N1 (Swine Flu) situation on our community.

As an Administrator or Head, you can help your unit better weather the impact if you:

- Develop contingency plans (including telecommuting arrangements), identify critical functions and resources, and determine minimum staffing levels to maintain operations;
- Consider training additional staff and cross-training existing staff to perform key functions should there be high absenteeism in your department;
- Remain flexible in your job function and responsibilities;
- Promote hygiene and infection control practices recommended by the University;

- Provide accommodation to those who are absent due to illness or caring for an ill family member;
- Stay informed by regularly monitoring the [University's H1N1 FAQ web site](#).

The website will give you further information on symptoms, the flu shot, appropriate responses and procedures for taking sick leave and when to return to work, guidelines for hygiene and prevention, critical services and business continuity plans.

TAXABLE BENEFITS FOR TUITION

Following a recent court ruling, the Canada Revenue Agency (CRA) has decided that tuition waiver amounts awarded for family members of employees should not be included in the income of the employee, but should be reported on a T4A slip for that family member as a scholarship, starting with the 2007 tax year.

To comply with this ruling, UBC Finance will be sending amended T4s to affected faculty and staff members, reflecting the reduction in income and taxable benefits for the dependant tuition waiver amounts. Amended T4 slips will cover taxation years 2007 and 2008. UBC Enrolment Services will issue a T4A slip for the family member. The amended T4s and T4As will be issued before December 31, 2009.

Instructions will be included with the T4 and T4A detailing the steps required to request an adjustment (a reassessment) to an individual income tax return. For further information, please refer to the [CRA website](#). Questions can be directed to hrmshelp@finance.ubc.ca.

OFFER LETTERS – UPDATED TEMPLATES

We have updated our [offer letter templates](#) and encourage administrators to refer to and use the new versions.

Offer letters are required for **all** faculty positions, whether paid or unpaid, and are important in verifying the verbal contract between the faculty member and the University, as well as detailing expectations and commitments of both parties. A signed offer letter must be forwarded to Faculty Relations with every faculty appointment for both new hires and reappointments.

Offer letter templates are available for the various ranks. These templates are examples of best practice and their use is not mandatory. If your Department already has a template in use, please periodically review your template to ensure that your information is current. We would welcome your feedback on these templates.

SESSIONAL LECTURERS: FINANCING

Please remember that any work required outside the period of appointment for sessional lecturers must be clearly stated in the appointment letter. You must also ensure that sufficient money is remaining at the end of term to finance end-of-term work. If the final exam is scheduled within 3 days of the end of the appointment or outside the appointment period, the sessional is owed an additional \$250 for marking.

GUIDELINES FOR ADVERTISING POSITIONS

All faculty openings, tenure-stream, term and part-time, as well as senior administrative openings must be advertised prior to the selection of a candidate. Proper advertising ensures that the hiring process is clear and transparent. It also ensures that the successful candidate is the best candidate, that equal opportunity is afforded to all who seek employment at the University, and that we meet the requirements of Service Canada and immigration law. Please refer to our updated [Advertising Guidelines](#) for more information on:

- Where to advertise and for how long;
- Appointments that do not require advertising;
- Procedures prior to advertising;
- Procedures for re-advertising;
- Appropriate structure and wording for the advertisement;
- Required approval of advertising; and
- [Advertising checklist and template](#).

EQUITY STATEMENT UPDATED

The University has updated the wording of the equity statement that must appear in all ads: The following is the new wording:

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with

disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas.

Remember that in addition to the above, all ads (except Canada Research Chair ads) must contain the immigration statement.

APPROVAL OF TENURE STREAM ADS

All advertisements for tenure stream positions at the UBC Vancouver Campus must be approved by Faculty Relations and the Provost's office prior to placing the ad. With the departure of Tammy Brimner we have made a small change to the approval process. To request approval, forward the proposed ad and funding information for the position to fr@exchange.ubc.ca (please ensure you note "advertisement for authorization" in the subject line"). Once the ad has been reviewed by Faculty Relations it will be forwarded, together with any suggestions for revisions to the wording, to the Provost's Office.

FACULTY PAYMENT REMINDER

We have updated [our honoraria website](#) with regard to the allowable payments and methods of payment to faculty members. See the updated [Payments to Faculty Members -- Summary Chart](#) for more information on employment status, reasons for payment, payment types, UBC forms, earnings codes, tax classifications, and the approvals that are required.

HON / HN1 QUERY

Payments of research honoraria must comply with [Policy #87](#) and as such any honoraria exceeding the 1/6 rule must be approved by the Vice President Academic prior to payment. A **new query** (#45) has been created in HRMS to assist administrators that provides a list of all honoraria payments already paid to a faculty member: 45_HON_AND_HN1_PAID. Administrators should run this query prior to sending paperwork to Faculty Relations for HON or HN1 payments to ensure that the research payments do not exceed 1/6 of the annual salary received for the appointment.

ACCOUNT INFO ON FACULTY APPOINTMENT FORM

We would like to remind you to ensure that account codes are correct on the appointment forms:

- **512000:** Tenure & Tenure Track Faculty (including Grant)
- **521000:** Sessional, Non-Tenure Faculty and Postdoctoral Research / Teaching Fellows
- **522000:** Exclusively for one-time honorariums (code HN1) paid to individuals

POLICY #25 - CHANGES

The Board of Governors has made changes to [Policy # 25](#) to delegate authority to appoint new positions at the University. The following changes apply to faculty positions:

- The President now has the authority to appoint new members of the teaching staff and program directors in Continuing Studies.
- The Director of Faculty Relations now has the authority to appoint Research Associates, postdoctoral fellows, and clinical fellows.

Release of Board notices regarding the appointments will occur 30 days following data entry of the appointment on HRMS. Heads can expect fewer inquiries from appointees wanting confirmation of their appointment. Further information can be found in the [board submission](#) .

PROFESSIONAL DEVELOPMENT REIMBURSEMENT (PDR)

We would like to remind you that all eligible ranks of faculty members are able to borrow up to the end of their current appointment or to the end of their future reappointment, as long as the reappointment has been processed. For example, if a Lecturer files a claim in May 2009 and has been reappointed as of July 1, to June 30, 2010, they may borrow monies that are available up to June 30, 2010.

WORK-LIFE AND RELOCATION SERVICES CENTRE

Relocating to Vancouver can be a stressful event, with housing, schools or child care to find as well as navigating an endless sea of bureaucracy in order to live and work here. This fall, a new service is being launched to facilitate the smooth transition of new faculty, staff and their families into the UBC

community and Vancouver neighbourhoods. The **Work-Life and Relocation Services Centre** team will be housed in an office at the General Services Administration Building (GSAB) and will be a friendly gathering place to access a central repository of information and support.

Jayne Booth, Manager of the new Centre, describes the new service as holistic, looking after all members of the family and delivering a 'concierge-style' service to newcomers as well as a central resource for work-life best practices at UBC. The office and website for the new Centre are currently under construction but Jayne is available now for consultations at (604) 827-4098 or email, jayne.booth@ubc.ca.

LEADERSHIP FOR HEADS, DIRECTORS AND ASSOCIATE DEANS

New Heads, Directors and Associate Deans are reminded that the Academic Leadership Development Program (ALDP) starts on September 30th. The ALDP offers 5 days of leadership training, a number of studios on relevant topics such as faculty relations, curriculum development and budgets, and the services of a confidential coach.

As well, all Heads, Directors and Associate Deans are encouraged to sign up for a one day special workshop with Tina Gunsales on Managing Conflict in the University to be held on October 28. For more information on these two events, contact Luisa Canuto at luisa.canuto@ubc.ca.

STAFF CHANGES IN FACULTY RELATIONS

After several years of wonderful service in Faculty Relations, Tammy Brimner has left her position as Senior Manager. Fortunately, she is still working on campus, as the new Executive Director, Faculty Affairs in the Faculty of Medicine. Congratulations Tammy! Joining the Faculty Relations team is Bekkah Coburn, our new temporary Faculty Relations advisor who will be with us until the end of December.

Note: It may take longer than usual for us to respond to your inquiries and requests for at least the next month... please be patient and bear with us as we fill our vacant positions and train our new staff.