



Faculty Relations Newsletter

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April 2010

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

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COLLECTIVE BARGAINING UPDATE – UBC AND THE FACULTY ASSOCIATION OF UBC

The current collective agreement between UBC and the Faculty Association of UBC expires on June 30, 2010. The parties opened negotiations on February 1st by exchanging proposals. Prior to the exchange of proposals, the University offered to renew the agreement, without changes, for two years with the commitment that the parties' issues would be discussed during that time. Although the University is operating under a mandate from the Province which allows no "new" money for two years, the UBCFA has formally rejected the proposal for a rollover agreement.

In meetings in March and April, both bargaining committees have provided initial general responses to the other's list of proposals, as well as more detailed proposals and counter proposals. The bargaining committees have tabled language on areas such as Sessionals,

investigations, Merit/PSA, Grievance Procedures, Criteria for Appointments, Tenure and Promotion, and more.

Further meetings have been scheduled through April, May and June. The atmosphere at the bargaining table remains cordial notwithstanding several areas of clear disagreement. For further updates, please refer to the [Human Resources Collective Bargaining Website](#).

SUMMER SESSIONAL APPOINTMENTS AND BENEFITS

During the summer months when many Sessional Lecturers are not teaching at UBC, they may have the option of maintaining some or all of their current benefits and pension, at their own cost. This means that they will be responsible for both the employee and employer portions of the premiums. (They may not sign up for additional benefits during summer lay off. Only those benefits they had already signed up for during the regular session can be maintained.)

If Sessionals are teaching for UBC during the summer, UBC will pay the employer portion of the benefits and pension they wish to maintain for any months in which the Sessional hold an appointment, as long as they pay the full employee portion. Please note that the Sessional must have been continuously maintaining their benefits and pension in order for UBC to pay the employer portion while they are teaching during the summer. If there is a break in maintenance, their benefits will be determined by their next appointment. For more information please refer to [Benefits for Sessional Lecturers](#) on the Faculty Relations Website.

FACULTY SALARY INCREASES

This is a friendly reminder that because the current Collective Agreement expires on June 30, 2010 and a new agreement has not been agreed to, faculty salary increases (e.g. CPI, Merit and PSA) will not be processed this year on July 1st. Annual increases will be processed following the ratification of a new Collective Agreement.

FACULTY APPOINTMENT RANKS

When appointing new faculty, their rank should correspond to that in the advertisement. Appointing new faculty at a higher rank than advertised raises potential issues such as changing the possible pool of applicants. UBC strives for openness of process and competition, as well as our desire to hire the best possible candidate. If you anticipate that you may hire at a higher rank this should be included in the advertisement.

IMMIGRATION UPDATES

UPDATED ADVERTISING REQUIREMENTS

Service Canada (SC) has informed Faculty Relations that they now require more detail regarding advertising efforts. SC has always required that we supply proof of advertising and we have complied by supplying copies of the ads as they appeared, along with a statement regarding how long or when the ads were run.

Faculty Relations must now supply proof that the ads have run for the time period stated. When placing ads please make copies of the ad the day it is placed and the last day it runs or the closing date. Please ensure that the date of printing is included on the tear sheet or the printout. If that is not possible, a receipt for the ad with the dates it was run will also suffice.

Ads for new hires must be placed for one month. Ads for reappointment of term positions (e.g. Research Associates, Lecturers) must be placed for a minimum of 14 days.

SC is also reminding us that we need to advertise widely. This applies to all positions. In accordance with our [guidelines](#) all ads must appear on a UBC website (Faculty or Department website) as well as external publications/websites. In particular, SC has noted that term positions need to be more widely posted. They would like to see an ad in a Canada-wide publication (e.g. The Globe and Mail) and an industry/research specific publication. Tenure stream positions must be advertised in University Affairs – they may also be posted in the CAUT bulletin, although that is not required.

We appreciate that these ads can be costly, so please keep in mind that a shorter version of the ad could be posted inviting readers to visit your website to view the full ad. You may also want to provide a copy of the ad to faculties or departments at other academic institutions. If you decided to do this, please provide a list of these academic institutions to Faculty Relations when you submit the immigration information. You can also do all of your advertising online if you wish.

[APPLY FOR WORK PERMITS ELECTRONICALLY ON CIC'S WEBSITE](#)

Good news! Citizenship and Immigration Canada (CIC) now allows individuals to apply for a work permit electronically. This information can be found on the [CIC website](#). This should speed up the turnaround time for work permit renewals. Please pass this information onto faculty members.

[WORK PERMIT REMINDERS](#)

Starting February 2010 a second work permit reminder letter is now sent by UBC payroll to

faculty members who have not yet received a new work permit. Prior to this only one reminder was sent four months in advance of the expiry of a work permit. The second reminder will only be sent if a new work permit has not yet been received. A copy of the reminder is also sent to the faculty member's department/school. Upon receipt of the first reminder, the faculty member should work with their academic unit to arrange for the timely renewal of their work permit. The second reminder is intended for those who might not have followed up after receiving the first reminder.

POSTDOCTORAL FELLOWSHIP (PDF) – NEW INITIATIVES AT UBC

PDF OFFICE

A PDF office has been established in [Graduate Studies](#) that will offer information and will organize professional development opportunities/workshops for PDFs. An Associate Dean is being actively recruited who will have formal responsibility for PDFs. A working group will also be put in place, which will include PDFs. It will meet monthly to determine how the office can best support PDFs.

PDF COORDINATORS AT FACULTIES

A PDF coordinator has been named in each faculty. To find out who your PDF coordinator is, please contact your Dean's Office.

BENEFITS FOR PDFS RECEIVING FELLOWSHIP

EARNINGS

A benefit plan has been launched for those PDFs receiving fellowship earnings (the same as that offered to PDFs who are employees), effective April 1, 2010. Detailed information is found on the [Postdoctoral Trainee page](#) on the Faculty Relations website.

EXTENSION OF TERM FROM 3 TO 5 YEARS

A PDF's term of appointment may be extended from 3 years to 5 years, with approval from the appropriate Dean.

WORK AND LIFE BALANCE CENTRE

The [Work-Life and Relocation Services Centre](#) can assist newly arriving PDFs and their families with orientation to UBC and Vancouver. Please refer to the [Postdoctoral Fellow pages](#) on the Faculty Relations website for information.

PDFS AND IMMIGRATION

PDFs who have questions regarding immigration should contact either their department administrator or the appropriate Assistant Manager in Faculty Relations. Many PDFs are finding their way to International House (IH) as they are under the impression that IH can assist them with their immigration questions. IH assists students with immigration issues but not PDFs.

PDFS & INTERNATIONAL HOUSE

International House (IH) is offering Community ESL Classes this summer. Classes are open to students and also to PDFs. The schedule is not set yet, but the class times will be available on May 10, 2010 at the front desk of International House. The cost of community ESL is \$50.

RETIREMENT WORKSHOPS

The Faculty Association and UBC are jointly presenting 2 Retirement Workshops this spring. New this year is that they are open to Members age 55 and older. Invitations have already been sent to eligible faculty and the workshops are filing quickly. A reminder that UBC will reimburse members for financial retirement counselling from a UBC-approved financial consultant up to a maximum of 3 hours (\$750) per member.

FACULTY PENSION PLAN OPEN HOUSE

Faculty Members are invited to attend the annual Faculty Pension Plan Open House at the UBC Vancouver Office.

Date: Wednesday, May 12, 2010

Time: 10:30am to 12:30pm (The presentation will start at 10:45am)

Location: Ponderosa Centre – Arbutus Room
2071 West Mall (At University Blvd) [\[map\]](#)

If attending, please contact the Pensions Office by April 28, 2010 at (604) 822-8100 or via the Feedback page.

Note: UBC Okanagan – the FPP expects to schedule a presentation in the late spring. Communication will go out once the date, time and location have been confirmed.

PROFESSIONAL DEVELOPMENT REIMBURSEMENT (PDR) CUT-OFF DATE – JUNE 30TH!

Reminder that unused PDR funds earned in 2007/2008 must be used and submitted for processing by June 30th. Eligible members of the faculty bargaining unit may carry forward unused entitlement from PDR for 3 years. Claims for funds earned in 2007/2008 not received by Finance by the cut-off date will be forfeited.

Members, with the exception of Sessional Lecturers with Continuing Status, can view their balance [online](#). Sessional Lecturers with Continuing Status should contact the PDR Clerk at pdr@finance.ubc.ca to review their entitlement.

Further information on the PDR fund can be found on the Faculty Relations' website.

Administrators can also access the PDR Summary Statement of faculty members in their unit online by running HRMS Query #40.

CAMPUS WIDE LOGIN (CWL) PIN

As of 28 September 2009, the setup of new CWL accounts requires a PIN. It is issued, stored, and maintained by HR. The PIN is not available to individuals through Self Serve and is only accessible to HR administrators through the early assignment of ID and personal data screens in HRMS.

This PIN corroborates the identity of the staff or faculty member. It is only required when setting up a CWL account for the first time.

