



Faculty Relations Newsletter

WELCOME TO OUR JULY EDITION!

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

New Associate Dean, Postdoctoral Fellows Appointed by the Faculty of Graduate Studies

Professor Anthony P. Farrell, Chair in Sustainable Aquaculture (Zoology Department and Faculty of Land and Food Systems) has been appointed to the position of Associate Dean, Postdoctoral Fellows.

This new position will provide strategic leadership and oversight of the Postdoctoral Fellowship Office. Operating within the Faculty of Graduate Studies, the office will work to enhance the development and experience of

Post Doctoral Fellows (PDFs) at UBC. Services offered will include general advice (to prospective, incoming and current PDFs and their supervisors), providing orientation events and materials, and arranging professional development events and workshops. The office will also encourage a more formalized mentoring system, best practices, and advocacy for PDFs across the full range of their professional activities at UBC.

Dr. Farrell holds a Honorary Doctorate from the University of Gothenburg, Sweden, as well as a B.Sc. from Bath University, UK and a Ph.D. in Zoology from UBC.

Dr. Farrell began his appointment May 1, 2010.

Academic Leadership Development Program (ALDP)

New Heads, Directors and Associate Deans are reminded that the Academic Leadership Development Program (ALDP) starts on October 19th. The ALDP offers seven days of leadership training; studios on topics such as faculty relations, curriculum development and budgets; and the services of a confidential coach. The program, based on the feedback and recommendations from past participants, provides highly relevant and up-to-date content reflecting the current literature on academic leadership and includes networking opportunities with colleagues, UBC resource units and senior administrators. Offering an informative problem-based approach to learning, UBC's ALDP is a unique program, respected and valued both within and outside UBC.

For more information on this program, contact Luisa Canuto at luisa.canuto@ubc.ca.

New HRMS Query 45 – Honoraria

Faculty members are allowed to receive research honoraria provided that the total of all honoraria paid to the faculty member from all sources does not exceed one-sixth of the member's salary during the academic year (July 1 to June 30), unless previously approved by the Provost.

For administrators, a summary of honoraria payments paid to a faculty member can be provided by running HRMS Query 45 (HON_AND_HN1_PAID). This query should be run prior to processing research honoraria to ensure that the faculty member has not exceeded his/her limit.

For further information, please see: www.hr.ubc.ca/faculty_relations/compensation/salaries/honoraria.html

Offer Letters

Units are asked to provide Faculty Relations with a copy of any offer letter given to a new faculty member. We would like to remind administrators that only the Academic Head of Unit (Head or Director) should be signing offer letters for new faculty members. This is in accordance with [Policy 25](#) & [Signing Resolution 14](#). Neither supervising faculty nor administrators possess the official authorization to sign offer letters. Please ensure that offer letters contain all of the required information. We encourage administrators to use or follow the offer letter templates which may be found on our website at http://www.hr.ubc.ca/faculty_relations/recruitmentguide/offerletters.html.

Joint Appointments and Workload

When faculty members hold a joint appointment in one or more departments, it is important for Heads and Deans to monitor workload. This is

especially true with regard to Sessional Lecturers and 12 Month Lecturers. Heads and Deans should make sure the workload of these faculty members is appropriate and manageable and that the total of credits for all departments is tracked and documented.

Relocation of Foreign Academics

For new faculty appointees that are arriving to Vancouver or Kelowna from outside of Canada and are not Canadian citizens or permanent Canadian residents, UBC departments are strongly encouraged to prepare the immigration paperwork soon after the acceptance of employment. With the completed immigration paperwork to obtain their work permit, new appointees will be able to organize their move and book their flights to enter Canada on their preferred date.

If a new faculty appointee attempts to enter Canada without proper immigration paperwork, they may jeopardize the process of obtaining their work permit and their entrance into Canada.

If immigration paperwork is not prepared in time for arrival into Canada and for the movement of household goods and personal effects, it may result in one or more of the following consequences:

- 1) Citizen and Immigration Canada (CIC) may bar entry to Canada, resulting in the appointee having to return to his or her country of origin.
- 2) Additional relocation expenses, such as airfare and the cost of household goods kept in bonded storage while the appointee obtains a work permit.
- 3) If the appointee is allowed entry, Canada Services Border Agency (CSBA) may charge substantial duties and taxes on the household goods and items.

Helpful information on immigration may be located on the Faculty Relations website: www.hr.ubc.ca/faculty_relations/immigration/. A guide to recruiting foreign academics is located here: www.hr.ubc.ca/faculty_relations/recruitmentguide/foreignacademics/.

If you have questions on Faculty Immigration, please contact Faculty Relations:

Last Names (A to E) – Colette Hogg at 604-827-4473 or colette.hogg@ubc.ca;

Last Names (F to M) – Rhea Ravanera at 604-822-8204 or rhea.ravanera@ubc.ca;

Last Names (N to Z) – Christine Pickering at 604-822-5415 or christine.pickering@ubc.ca.

If you have questions about Faculty Relocation, please contact Joyce Wei, Relocation Administrator, at 604-822-6865 or joyce.wei@ubc.ca.

For further information on relocation, please see the Human Resources Relocation website here: www.hr.ubc.ca/relocation.

Updates to Foreign Academic Data Form

Units need to supply information to Faculty Relations when they hire a foreign academic. Our [Foreign Academic Data Form](#) has been updated to reflect our need for more detailed information.

Under Section 2, “Foreign Academic Information”, the new updated form will ask you to provide a paragraph on why this foreign academic is the best candidate for the position. The form will ask you to enter details on the specific benefits resulting from the hire of this individual. This information will be included in the letter to Service Canada and so must be detailed. This question was shifted from

section 5, “Departmental Information”, and has been expanded to meet the requirements of Service Canada.

The new form may be found here: www.hr.ubc.ca/faculty_relations/forms.html under “Immigration”.

Appointing Existing Faculty Members to New Appointments

When administrators are appointing existing faculty members to new appointments, they should complete a [Transfer & Severance Notice](#) to terminate the old job. This must be turned in to Faculty Relations every time an old appointment is terminated. It is ideal that Departments send in the Transfer and Severance Notice along with the appointment for containing the paperwork for the new appointment. This will ensure there is no delay in processing the new appointment.

The Transfer and Severance Notice form may be found here: www.hr.ubc.ca/faculty_relations/forms.html under “Appointments”.

Update on Fiscal Dividend Plan

The B.C. Provincial Government has advised that a 2010 Fiscal Dividend will not be paid to any public sector employees. This includes UBC faculty members. The government released its 2009/10 audited financial statements on July 8th, identifying a deficit of \$1.779 billion. The dividend was expected to be “paid from a one-time fund generated out of monies, in excess of \$150 million, surplus to the B.C. Government, as defined in the Province’s audited financial statements for the fiscal year 2009/10.” Though the Letter of Agreement in the 06/10 Collective Agreement (page 55-56) provides for payment of a fiscal dividend by the B.C. Government in the case that certain conditions were met, budgetary constraints

prevent the government from providing this dividend.

University management and labour groups are still determining the implications of the government's request.

SAC Guideline – Call for Suggestions on Revisions

Faculty Relations will soon be performing our yearly update of the Senior Appointments Committee (SAC) Guide to Tenure and Promotion. Your input on changes to the Guide is very valuable to us. Please let us know if you have any suggested changes to the Guide or if you have any other suggestions regarding its improvement.

Suggestions may be sent to Katherine McGrattan at FR.student@ubc.ca . If you have any questions, you are welcome to contact Mark Trowell, Senior Manager, at 604.822.9725.

Ontario Urges Universities to Agree to Wage Freeze

The Ontario government is calling on provincial universities to keep pay hikes frozen for two years. With a \$19.7 billion dollar deficit, the government is asking labour leaders and university management to impose the freeze, targeting universities first because many of them are currently in collective bargaining or are approaching the expiration date of agreements. More than half a dozen universities in Ontario are currently in bargaining.

The university sector is concerned that the government will not provide enough money to fund growth in enrolment. In the 2010-11 Ontario budget, the province made committed to creating 20,000 new post-secondary seats for students. Canadian Association of University Teachers director James Turk expressed concerns that this would also make it difficult for Ontario universities to attract and retain faculty.