**TEMPLATE LETTER OF OFFER**

FOR ASSOCIATE DEAN OR ASSOCIATE PRINCIPAL APPOINTMENTS

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Associate Dean/Associate Principal

**Department/School/Faculty:** of XX at the **Vancouver/Okanagan** Campus.

**Effective Date**

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Administrative Stipend:** $ XX (in addition to the base professorial salary provided by your academic unit(s)).

# Appointment

The Appointment is subject to the approval of the Board of Governors. This Letter of Agreement (“Agreement”) outlines the terms and conditions of the Appointment.

**Responsibilities**

As [Associate Dean/Principal], you will report directly to the [Dean/Principal of Faculty/College]. In consultation with the [Dean/Principal], you will assist in providing the administrative and academic management of the [Faculty/College], as well as continue to advance its programs and activities. Your duties and responsibilities as [Associate Dean/Principal] will also include [**insert terms and conditions specific to the position**]:

*
* include additional bullet points, as required.

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to provide leadership in encouraging a respectful and diverse work and learning environment. In this position you will be included in sensitive and strategic discussions concerning budgets, strategic plans, faculty members, etc., and discretion and confidentiality are expected at all times.

In addition, as in your professorial role, you will be bound by the University’s procedures and policies whether those procedures and policies are already or subsequently adopted by the University, including the University’s Respectful Environment Statement. The statement reflects our core values of mutual respect and equity, and promotes a safe, caring, and respectful campus community. UBC holds all staff, faculty and students accountable for carrying out their duties and responsibilities in accordance with this Statement. The procedures and policies may be amended from time to time and such amendments are binding upon you.

Your performance as [Associate Dean/Associate Principal] (and any Professoriate responsibilities you maintain) will be reviewed annually by the Dean.

Given your duties as [Associate Dean/Associate Principal], your responsibilities as a Professor will be modified as follows. [**Insert modifications or state that this is to be determined between you and the Dean**]

Language re support in the position:

**At UBCV**: The Academic Leadership Development Program (ALDP) is an eight month leadership program offered by the University to help you in your new role. The Program is jointly sponsored by the office of the Provost and the VP of Human Resources and begins with a two day boot camp in the last week of August. Please refer to aldp.ubc.ca for the exact dates for this year and for more information about all that the Program offers. Participation in ALDP requires an invitation from the Dean, which is automatically extended to you as a new head – If you are not able to attend the boot camp, please inform your Dean. In addition to ALDP, ongoing resources are available to assist you in your new role through the Dean’s office and offices such as Faculty Relations, Human Resources and Research Services.

OR

**At UBCO**: Resources are available to assist you in your new role through the [Dean’s/Principal’s] office and offices such as Human Resources, the Work Reintegration and Accommodation Program (WRAP) Coordinator and Research Services.

**[If applicable:** As a new employee of the University of British Columbia, you are required to present to your department original documentation to confirm (1) your identity and (2) your eligibility to be employed in Canada (i.e. a valid social insurance number and, if applicable, supporting documentation from Immigration, Refugees and Citizenship Canada (IRCC)). It is your responsibility to ensure that you are legally entitled, pursuant to IRCC’s requirements, to work at UBC. If you are not a citizen or permanent resident of Canada, please visit the Faculty Relations’ website[[1]](#footnote-1).]

**Compensation and Benefits**

**Stipend and Salary Increases:**

This stipend is taxable income and will attract UBC pension and benefits. Your position of [Associate Dean/Associate Principal] is excluded from the faculty bargaining unit. Accordingly, during your Term as [Associate Dean/Associate Principal] your salary will not be modified in accordance with the Collective Agreement, however, your salary will be increased as follows:.

**Options for language;**

* your salary will be increased by not less than what you would have received had you been a member of the bargaining unit; or
* you will receive an increase equal to the GWI provided to members of the Faculty Association, plus a merit-based increase up to 2.5% [or 3%].

When your term as [Associate Dean/Associate Principal] ends, the administrative stipend will cease and you will return to your faculty position in the faculty bargaining unit with full-time professorial responsibilities (and your professorial salary). You will maintain all rights accrued under the collective agreement prior to assuming the position of [Associate Dean/Associate Principal], including eligibility for study leaves and career progress increments.

**Benefits:**

You continue to be eligible to participate in the University’s benefit plans on the same terms and conditions as were applicable to your professorial position, including any requirement to make an employee contribution to the cost of such benefits. As of the date of the execution of this Agreement, those benefits consist of:

1. Medical Services Plan (MSP);
2. Extended Health;
3. Dental;
4. Employee and Family Assistance Plan;
5. Income Replacement Plan (Long Term Disability);
6. Basic Group Life Insurance;
7. Optional Group Life Insurance;
8. Optional Spousal Life Insurance;
9. Optional Accidental Death and Dismemberment Insurance; and
10. Dependents Benefits Coverage.

**Pension Plan:**

You will continue to be enrolled in and contribute to the Faculty Pension Plan, as amended from time to time.

**Vacation:**

You will continue to be entitled to four weeks of vacation with pay during each year of the Term, to be taken at a time mutually agreed upon time. You must take any vacation to which you are entitled within the year.

**Expenses:**

You are entitled to reimbursement of expenses incurred in connection with the performance of your duties and responsibilities to the University provided that those expenses are reasonable and necessary and that you submit bills, vouchers and receipts supporting all requests for reimbursement.

**Professional Development Reimbursement Funds:**

You are entitled to Professional Development Reimbursement Funds as provided to eligible faculty. For more information about PDR funds, please see the PDR webpage[[2]](#footnote-2). Any other professional development expenses related to your performance of your professorial duties will be negotiated between you and the [Dean/Principal] of [Faculty/College].

**Tuition Fee Waiver:**

You continue to be eligible for tuition fee waivers as provided to eligible faculty. Specifically, you are entitled to a tuition fee waiver for up to (twelve) 12 credits per year of undergraduate or graduate course work. You are also entitled to a tuition fee waiver for each of your children for up to 120 credits of academic course work in any undergraduate degree program at the University so long as such child is under the age of twenty-five (25) years when the session for which the tuition benefit is applicable commences and is substantially dependent on you for financial support. The tuition fee waiver is applicable to tuition fees only and does not cover any other fees that a student may be required to pay. Tuition fee waivers are not available for, or transferrable, to a spouse or partner.

**Leave Entitlement:**

You continue to be entitled to sick leave coverage at full salary for periods of up to six months, in accordance with Policy HR4. [**UBCO:**, and within the process of the Work Reintegration and Accommodation Program on the Okanagan campus.] Any illness beyond six (6) months will be covered under the Income Replacement Plan (Long Term Disability), provided you are medically eligible to obtain benefits under the terms of the Plan.

**Administrative Leave (and Study Leave):**

Additionally, consistent with University practice, you are eligible for a [**XX**] month administrative leave at your full professorial salary when you have successfully completed the full term of this administrative appointment. Administrative leave is to be used for the purposes of career renewal and professional development while at the University, and you must return to your faculty position for a period of one year following the leave to be eligible. Years of service for determining eligibility for administrative leave are exclusive of years of service for determining eligibility for study leave. Time spent in the administrative position and on administrative leave will not be included in years of service for the purpose of calculating study leave. Any academic years of service you have accrued prior to the administrative appointment and administrative leave will be used towards the calculation of eligibility for a future study leave from your academic unit(s).

**Termination**

The University may terminate this Agreement at any time and for any reason during the Term by providing thirty (30) days’ written notice to you (or a payment of thirty (30) days of your administrative stipend in lieu of notice). In addition, the University may terminate this Agreement summarily for cause at any time during the Term without notice or pay in lieu of notice to you.

You may terminate this Agreement at any time during the Term by providing the University with three (3) months written notice of that decision, which notice may be waived by the University at its sole discretion.

In the case of a termination of your administrative appointment, you will be entitled to assume your faculty position in the Faculty/College of \_\_\_\_\_\_\_\_\_\_\_\_\_. Your administrative stipend will cease and you will assume full time faculty duties at your professorial salary. Your employment as a faculty member shall be governed by the terms and conditions of the collective agreement between the University and the UBC Faculty Association.

**Work Permit**

[**If a foreign academic insert:** As a foreign academic, it is your responsibility to obtain a temporary work permit prior to your start date of appointment at UBC. If your temporary work permit is not valid prior to your start date, then your start date will be changed to reflect the issuance date of your temporary work permit.]

**Full Agreement**

This letter constitutes the full terms of the employment offer concerning your administrative Appointment and supersedes all other commitments either written or verbal that may have been made to you by the University in relation to this administrative appointment. Modifications to this Agreement may only be made by written agreement between you and the University or they will be of no effect.

Reappointment is at the discretion of the University and is contingent upon factors including availability of funds, performance appraisals and compliance with University of British Columbia agreements and policies.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than **[date] to (insert name, title)**. Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

I look forward to working with you in your new role as [Associate Dean/Associate Principal] of [Faculty/College].

Sincerely,

XXX

[**Name**]

Dean/Principal of Academic Unit

I have read and understand the terms of appointment set out in this letter and I accept the above offer of Appointment with the University of British Columbia.

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[**Name**] Date of Acceptance

*The following Offer Letter was last updated January 6, 2020 by Faculty Relations. For assistance, contact* *fr@exchange.ubc.ca*

1. [hr.ubc.ca/faculty-relations/immigration/foreignacademics.html](http://www.hr.ubc.ca/faculty_relations/immigration/foreignacademics.html) [↑](#footnote-ref-1)
2. [hr.ubc.ca/faculty-relations/compensation/professional-development-reimbursement-fund/](http://www.hr.ubc.ca/faculty-relations/compensation/professional-development-reimbursement-fund/) [↑](#footnote-ref-2)