**UNIVERSITY OF BRITISH COLUMBIA - FACULTY RELATIONS**

# VANCOUVER CAMPUS

PHONE: (604) 827-1010, FAX: (604) 822-8134

EMAIL: [fr@exchange.ubc.ca](mailto:fr@exchange.ubc.ca)

# OKANAGAN CAMPUS

PHONE: (250) 807-8624, FAX: (250) 762-8625

EMAIL: [faculty.inquiries@ubc.ca](mailto:faculty.inquiries@ubc.ca)

[www.hr.ubc.ca/faculty\_relations/](http://www.hr.ubc.ca/faculty_relations/)

## Faculty Relations: Our Function

We are the Human Resources office for all faculty members. Our functions include providing information and guidance to faculty and their administrators relating to faculty appointments, including recruiting, immigration, salary increases, benefits, retirement, agreements and policies. We also work with the Faculty Association on negotiations and application of the Collective Agreement.

## Areas of Interest for New Faculty

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| **Topic** | **Description** | **For more information** |
| Benefits | Information about health & insurance plans | [www.hr.ubc.ca/benefits/employment\_gr](http://www.hr.ubc.ca/benefits/employment_group/faculty/) [oup/faculty/](http://www.hr.ubc.ca/benefits/employment_group/faculty/) |
| Contacts in Faculty Relations | Who to call… | [www.hr.ubc.ca/faculty\_relations/contact](http://www.hr.ubc.ca/faculty_relations/contact.html)  [.html](http://www.hr.ubc.ca/faculty_relations/contact.html) |
| CV | All new faculty members are asked to fill out the UBC  Curriculum Vitae and Publications Record | [www.hr.ubc.ca/faculty\_relations/forms.](http://www.hr.ubc.ca/faculty_relations/forms.html) [html](http://www.hr.ubc.ca/faculty_relations/forms.html) |
| Faculty Pension Plan | UBC’s Faculty Pension Plan is a defined contribution plan, with members contributing 5% of  salary and UBC contributing  10%. | [www.pensions.ubc.ca/faculty](http://www.pensions.ubc.ca/faculty) |
| Housing Assistance | You may be eligible to apply for the UBC Employee Housing  Program to assist in purchasing their first home in the BC  Lower Mainland. | [www.hr.ubc.ca/faculty\_relations/compe](http://www.hr.ubc.ca/faculty_relations/compensation/housing.html) [nsation/housing.html](http://www.hr.ubc.ca/faculty_relations/compensation/housing.html) |
| Inviting Visiting Professors, Scholars  & Scientists | Generally, for individuals who hold ongoing appointments at  another university or institution to which they expect to return. | [www.hr.ubc.ca/faculty\_relations/recruit](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/titles/visitors.html) [mentguide/titles/visitors.html](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/titles/visitors.html) and  [www.hr.ubc.ca/faculty\_relations/immigr](http://www.hr.ubc.ca/faculty_relations/immigration/) [ation/](http://www.hr.ubc.ca/faculty_relations/immigration/) |
| Maternity and Parental Leaves | Permits you to take a leave of absence upon the birth or  adoption of a child. | [www.hr.ubc.ca/benefits/leaves/faculty/](http://www.hr.ubc.ca/benefits/leaves/faculty/) |
| Postdoctoral Fellows | Must be appointed within 3 years of obtaining a PhD or 10  years of an MD or DDS. | [www.hr.ubc.ca/faculty\_relations/recruit](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/postdocs.html) [mentguide/postdocs.html](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/postdocs.html) |
| Professional Development  Reimbursement  Fund | This is a University program intended to provide financial  assistance for professional  development expenses. These expenses must relate to activities that enhance the performance, ability, or effectiveness of your work at the University. Your PDR Entitlement: $1100 per year. | [www.hr.ubc.ca/faculty\_relations/compe](http://www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html) [nsation/pdrfund.html](http://www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html) |

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| Research Associates | These are researchers whose salaries and benefits (as  appropriate) are paid from  research grants or contracts. This title is available only to those persons who hold the Ph.D. degree or other equivalent qualifications that would be appropriate for appointment as Assistant Professor. | [www.hr.ubc.ca/faculty\_relations/recruit](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/researchassociates.html) [mentguide/researchassociates.html](http://www.hr.ubc.ca/faculty_relations/recruitmentguide/researchassociates.html) |
| Salary Increases | Salary increases are negotiated with the Faculty Association are normally effective July 1 | [www.hr.ubc.ca/faculty\_relations/compe](http://www.hr.ubc.ca/faculty_relations/compensation/salaries/facultyincreases/) [nsation/salaries/facultyincreases/](http://www.hr.ubc.ca/faculty_relations/compensation/salaries/facultyincreases/) |
| Study Leaves | Permits you to pursue study or research of benefit to you and the University. | [www.hr.ubc.ca/benefits/leaves/faculty/](http://www.hr.ubc.ca/benefits/leaves/faculty/) |
| Tenure and Promotion | Information about procedures, criteria, schedules and workshops | [www.hr.ubc.ca/faculty\_relations/tenure/](http://www.hr.ubc.ca/faculty_relations/tenure/) |
| Tuition Fee Waivers | For you and your dependent children | [www.hr.ubc.ca/benefits/employment\_gr](http://www.hr.ubc.ca/benefits/employment_group/faculty/ppd/tuition_faculty.html) [oup/faculty/ppd/tuition\_faculty.html](http://www.hr.ubc.ca/benefits/employment_group/faculty/ppd/tuition_faculty.html) |

**ADDITIONAL CONTACT INFORMATION**

**Payroll & benefits queries**

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| Vancouver Campus | | |
| Payroll queries | A to G | Jaqueline Hua 604 822-8127 |
| H to O | | Selma D’Silva 604 822-3142 |
|  | P to Z | Hollie Griffin 604 822-8978 |
| Benefit queries | A to G | Daljinder Gil 604 827-3212 |
| H to O | | Katerina Marta 604 827-1738 |
|  | P to Z | Pravin Khan 604 822-8701 |

**Benefits while on leave**

|  |  |  |
| --- | --- | --- |
| Vancouver Campus | A to L | 604 822-9290 |
|  | M to Z | 604 822-8979 |
| Okanagan Campus | A to Z | 250 807-8625 |

**Tuition Waivers**

|  |  |  |
| --- | --- | --- |
| Vancouver Campus | A to L | 604 822-9290 |
|  | M to Z | 604 822-8979 |
| Okanagan Campus | A to Z | 250 807-8625 |

**Professional Development Reimbursement Fund**

Barry Yee 604 822-2044

## Mortgage & Down Payment Assistance Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vancouver Campus Only 604 822-6115

## Pension

Enrolment & Refunds Louise Mah 604 822-6015