



UBC FACULTY RELATIONS FEBRUARY 2009 NEWSLETTER

Welcome to our February 2009 edition of the Faculty Relations Newsletter!

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

STAFF UPDATES

We are pleased to welcome two new staff members to the Faculty Relations team. Rhea Ravanera recently joined us as an Assistant Manager looking after faculty with last names starting with F-M. Alma Salvador is our new Administrative Assistant.

NEW ADMINISTRATOR'S CALENDAR

An Academic Calendar for Administrators has been added to our website and is found on the new [Administrator Tools page](#). This calendar is a useful tool that provides administrators with an annual list of key duties related to Faculty, Librarians and Program Directors. It is

important for administrators to be aware of these dates and the associated actions and deadlines.

PERMANENT RESIDENCY - CANADIAN EXPERIENCE CLASS

Effective September 17, 2008 Citizenship & Immigration Canada (CIC) introduced a new class, the Canadian Experience Class (CEC) to facilitate the transition from temporary to permanent residence for certain foreign workers and foreign students. To apply for permanent residence under the CEC, an individual must either be: a temporary foreign worker with at least 2 years of full-time skilled work experience in Canada (faculty positions at UBC qualifies as skilled work) or a foreign graduate from a Canadian post-secondary institution with at least 1 year of full-time (or equivalent) skilled work experience in Canada. Applications can be made while working in Canada or within 1 year of leaving a job in Canada.

CIC has indicated that most applications processed through CEC should be processed within 1 year.

To learn more about the Canadian Experience Class and its requirements and procedures, visit the [Citizenship and Immigration Canada website](#).

PAYING SESSIONAL LECTURERS

Please remember to appoint Sessional Lecturers on [ISIS](#) using the same information that is in their [offer letters](#) with particular attention to start and end dates, salary and course assignments. It is important that the start and end dates cover the start of classes and at least 3 days beyond the examination date to allow for marking.

NEW HIRES AND DIRECT DEPOSIT

Please note that direct deposit is required for all UBC employees receiving a paycheque. New hires should be encouraged to submit their [direct deposit information](#) to Payroll as soon as possible to avoid disruption in pay.



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UP-TO-DATE E-MAIL ADDRESSES

We would like to stress the importance of keeping e-mail addresses up-to-date on the Human Resources Management System (HRMS) for all faculty members. Non-UBC email addresses should be replaced with a UBC email address. These addresses are used to distribute information and it is important that the University's records are kept up-to-date.

Email address and other personal information can be updated using eProfile online at www.msp.ubc.ca. Detailed information on self-service is found on the [Financial Services website](#).

To find out what email address is listed on HRMS, administrators can run HRMS Query #06.

TUITION FEE WAIVER NOW ONLINE

Financial Services has launched the on-line Tuition Waiver Application effective November 25, 2008. The on-line process applies to both personal waivers for faculty members, librarians and program directors as well as waivers for their dependent children and replaces the previous paper format. Access to the waivers is through Employee Self-Serve. Information on the new process, including detailed procedures is found on the [Payroll website](#).

EMERITUS STATUS

Emeritus status is granted upon the recommendation of Senate, [UBCV](#) or [UBCO](#), to retiring faculty members and librarians who have held ongoing positions and whose combined age plus years of service to the University equal 70 or more at the time of retirement or resignation.

For those faculty members who retire on or after their normal retirement date, Faculty Relations (UBCV) or Human Resources (UBCO) will automatically forward their name to Senate for consideration for emeritus status. Please tell faculty members who retire or

resign before their normal retirement date to contact Faculty Relations (UBCV) or Human Resources (UBCO) at least 3 months prior to early retirement or resignation to request consideration for emeritus status.

Names for consideration for emeriti status are forwarded to Senate twice a year in May and December.

REAPPOINTMENTS – TENURE TRACK

Heads are reminded that reviews for tenure track reappointments need to be conducted now. Use HRMS Query #05 to identify end dates. Faculty Appointment Forms for reappointments should be forwarded to Faculty Relations (UBCV) or Human Resources (UBCO) as soon as possible, but no later than March 31st. If the formal review is not completed by March 15th, the department should complete a Faculty Appointment Form to request a 1 year extension (Reappointment – Extension). If reappointment is recommended, a new Faculty Appointment Form must be created and sent to Faculty Relations to request Reappointment – Same Job. This is to ensure that July 1, 2009 reappointments are entered on HRMS and included in the annual faculty salary increase process.

REAPPOINTMENTS – TERM POSITIONS

Administrators are reminded to review and make a recommendation on reappointment for term faculty appointments as soon as possible for those with end dates before July 1, 2009 and who are eligible for a salary increase on July 1, 2009. Please forward a Faculty Appointment Form to Faculty Relations (UBCV) or Human Resources (UBCO) as soon as possible, but no later than March 31st to ensure that reappointments effective July 1, 2009 are entered on HRMS and caught in the annual faculty salary increase process. Use HRMS Query #13 to identify end dates.

NEW RECRUITMENT RECORD KEEPING RULE

According to [Human Resources and Skills Development Canada](#), recruitment records



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where a foreign academic is hired should now be kept for a minimum of six (6) years, as stipulated in certain provincial and federal legislation, such as the [Income Tax Act](#). Previous advice had recommended only 1 year.

NEW REAPPOINTMENT, PROMOTION & TENURE PROCEDURES GUIDE

The new Guide to Reappointment, Tenure and Promotion Procedures at UBC for 2008/09 is now [online](#). We want to take this opportunity to thank all of you for providing input on the earlier drafts. We hope that you will find the new Guide easier to use and more helpful to you and your faculty members. The Guide will be updated whenever it is appropriate to do so. In addition, the Guide will be reviewed annually by the Provosts and the Chair of SAC, who will consult with SAC and the Committee of Deans regarding any proposed changes. If you have suggestions for improvement or corrections, please send them directly to [Tammy Brimner](#).

FACULTY APPOINTMENT FORM UPDATED

Administrators are reminded to use the [version](#) of the Faculty Appointment Form found on the Faculty Relations website rather than using a version they have previously saved which will not contain important updates.

ADVERTISEMENTS FOR FACULTY POSITIONS

An advertisement for a faculty position should state what the qualifications for the position are and what the successful candidate will be expected to do once in the position. This request flows from a recent tenure denial arbitration where the advertisement was used as evidence of the expectations in the position. The advertisement provides a clear message to applicants, helping to inform their decision to apply and improving the quality of applications.

Departments should also clearly identify the location where the successful candidate will be working. In particular, please note whether

the location is at UBC Vancouver or UBC Okanagan, especially if a department exists at both campuses.

We continue to ask that all tenure stream ads include a request for evidence of teaching effectiveness or a teaching record in the application package, in addition to the CV and statement of research and teaching interests.

A couple of Faculties have recently asked whether we need to see requests for re-advertisements for tenure stream positions and the answer is yes! The re-advertisement request must follow the same procedures for approval as new requests. This allows for the Provosts to be aware of problem recruitment areas. It also provides for an opportunity to review the ad for possible amendments and improvements. Depending on the length of time since the initial approval, government or UBC policy and procedure changes may also need to be incorporated.

For more information on advertisements and recruitment, please visit the Recruitment Guide on the [Faculty Relations' website](#).

CAPPING BENEFITS MAINTENANCE WHILE ON UNPAID LEAVE OF ABSENCE

Please be advised of a change regarding the length of time a faculty or staff member can maintain their benefits (including pension) while on an unpaid leave of absence. The maximum length of time faculty or staff member can maintain their benefits (including pension) while on an unpaid leave of absence has changed from no limit to a cap of 24 months. This will only apply to employees who begin their unpaid leave of absence on or after January 1, 2009 and refers only to unpaid leaves where the employee is eligible to maintain their benefits and pension by paying the full cost (both employer and employee share), such as unpaid medical leaves and unpaid personal leaves.

In extenuating circumstances, Sun Life may extend the 24 month maximum and this will be handled on a case by case basis by



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Human Resources. Those who began their unpaid leave of absence before January 1, 2009 will be grandparented and may continue to maintain their benefits (including pension) with no maximum length of time.

CONVOCATION REGALIA NOW AN ELIGIBLE PDR EXPENSE

We are pleased to announce that the purchase or rental of convocation regalia is now considered an eligible expense under the guidelines of the Professional Development Reimbursement Fund. It has been recognized that there is value in encouraging participation of faculty members in convocation ceremonies. For more information on the Professional Development Reimbursement Fund, please visit the [Faculty Relations website](#).

IMPACT OF OTHER LEAVES ON STUDY LEAVE ELIGIBILITY

Where a faculty member takes sick, maternity and/or parental leave, up to six (6) months of each leave will be considered full-time service for the purpose of study leave eligibility. That means that leaves in excess of 6 months will still receive credit of 6 months towards study leave eligibility. We are pleased to announce that where a birth mother only takes maternity and parental leave with the SUB top up, to a maximum of 27 weeks, will be considered full-time service for the purpose of study leave eligibility.

WORKPLACE EXPERIENCES SURVEY

As part of measuring the success of [Focus on People: Workplace Practices at UBC](#), UBC will be inviting faculty and staff to participate in a Workplace Experiences Survey, to be conducted from February 23 to March 18, 2009. It will be administered in Canada by a third party, Mercer Consulting.

The survey is intended to:

1. Identify and measure the key areas of the work experience for University staff and faculty;

2. Identify and understand how the work experience maps to the strategies outlined in Focus on People: Workplace Practices at UBC;

3. Identify a base line for the measurement of work experiences for university staff and faculty;

4. Identify areas for attention and subsequently identify strategies for improvement;

5. Create internal indicators that can be mapped to the five strategies outlined in Focus on People;

6. Provide a framework for ongoing improvement and assessment; and

7. Benchmark with external indicators where possible.

This voluntary and anonymous survey will help the University's senior administration to better understand the experiences of staff and faculty at UBC. Please encourage your faculty and staff to participate in the survey.

For more information about the survey, including FAQs, visit www.focusonpeople.ubc.ca/sharingconnecting/workplacesurvey.html.

JOINT APPOINTMENT CHECKLIST

Joint appointments, where faculty members hold appointments in more than one department, bring many advantages, including interdisciplinary scholarship and collegiality, but they also present challenges, especially for individual faculty members who must respond to the demands of more than one Head of Academic Unit. To help provide clarity in expectations and obligations of all parties, we are pleased to introduce a new joint appointment checklist, found on the [Faculty Relations website](#).