



Faculty Relations Newsletter

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June 2009

WELCOME TO OUR JUNE EDITION! IN THIS ISSUE

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Our newsletter library is available at

www.hr.ubc.ca/faculty_relations/newsletters/

SESSIONAL BENEFITS

The topic of benefits for Sessional Lecturers can be confusing! So we have created a new document to attempt to bring clarity on this topic. If you seek clarity, please visit the [Faculty Relations website](#).

NOTICE REQUIREMENTS FOR TERMINATION OF RESEARCH ASSOCIATES & POSTDOCTORAL FELLOWS

We are aware that many researchers have had to terminate some of their research associates and postdoctoral fellows due to lack of funding. Supervisors are required to give notice in writing or compensation in lieu of notice of termination where a position is terminated because of lack of funding. This obligation must be met regardless of limited grant funding.

The *Employment Standards Act* requires paid notice must be given as follows:

- (1) 1 week after 3 consecutive months of employment;
- (2) 2 weeks notice after 12 consecutive months of employment; or
- (3) 3 weeks' notice after 3 consecutive years of employment, plus one additional week for each additional year of employment, to a maximum of 8 weeks' notice.

Under [UBC Policy 61](#), postdoctoral fellows are entitled to one month paid notice.

Please contact [Faculty Relations](#) for assistance in terminations for lack of funding or for any other reason.

OFFER LETTERS

We want to remind academic units that all new appointments require an offer letter signed and dated by the faculty member. For reappointments, a new signed and dated offer letter is required if terms and conditions have changed; if terms and conditions are unchanged, a confirmation letter can be sent to the respective faculty member.

Offers should be made *and* accepted **before** the faculty member begins work, or **before** the faculty member begins a new term (for reappointments). A copy of the signed offer letter (or acceptance by email) or the confirmation letter must accompany the request for appointment or reappointment. Offer letter templates are available on the [Faculty Relations website](#).

RETIREMENT WORKSHOPS @ UBCV

As part of our commitment to help Faculty Members better prepare for retirement, the Office of the Provost and VP, Academic at UBC Vancouver and the UBC Faculty Association have been offering one-day retirement planning seminars for faculty members aged 60 or older.

An interactive seminar has been facilitated by Aon Consulting, who are experts in retirement planning. The seminar covers all aspects of retirement. Spouses and partners were welcome to attend.

There have been three workshops to date, with approximately 70 participants. The workshops have been pleasantly described as “timely and thorough”, “thought-provoking” and “a wonderful and informative program.”

One participant commented, “We greatly enjoyed the wealth of information as to the various options for retirement.”

More workshops are anticipated for the fall. Each workshop session provides:

- An overview of transition and lifestyle changes in retirement and how you can plan for them
- Financial and legal aspects of retirement
- A general overview of UBC's pension and benefit programs and how they contribute to your overall retirement planning objectives
- Effective tax strategies to build your family income stream

In addition, the Pension Office offers a workshop on the details of the faculty pension plan. We recommend faculty take the Pension workshop in addition to this workshop.

RETIREMENT STATISTICS

Did you know there are approximately 600 faculty members age 60 or over in the faculty bargaining unit?

Normal Retirement Date (NRD) Cohort	# in Cohort	# continuing work past NRD	# retired at NRD
2007 June	36	24	12
2007 December	28	19	9
2008 June	27	21	6
2008 December	31	24	7
2009 June	38	29	9
Totals	160	117	43

FINANCIAL COUNSELLING FORM

The University will reimburse members of the Faculty Association for up to \$750 of retirement counselling with a UBC-approved financial consultant. The financial consultant must be one of the following: actuary, certified financial planner, certified general accountant, chartered accountant, lawyer, or a registered financial planner. The member must attend and pay for the counselling session before submitting the [Retirement Counselling](#)

[Reimbursement Claim Form](#). The form must be submitted within 12 months of the incurred expense.

RETIREMENT OPTIONS PILOT PROJECT EXTENSION

The retirement options pilot project, established in 2007, offers 3 retirement options under which eligible faculty members can elect or request a (i) phased-in retirement appointment, (ii) part-time appointment or (iii) reduced scope appointment. All 3 options come with continued benefits and pension coverage and irrevocable notice of their wish to retire. The University and the Faculty Association recently agreed that the pilot project will be extended to the end of the present collective agreement (June 30, 2010). The experience gained from the pilot project will help to inform the parties for the next round of bargaining.

REHIRING RETIRED FACULTY

Please note that our [Rehiring Retired Faculty Fact Sheet](#) has been updated recently to clarify that a retired faculty member who is rehired into a regular position will be eligible for health and welfare benefits only if they have not already taken their Faculty Pension. This is in accordance with the [Memorandum of Settlement regarding the Elimination of Mandatory Retirement](#).

RETIREMENT INFORMATION UPDATE

We have recently updated the retirement information for faculty, librarians and program directors on the [Faculty Relations website](#). We hope you find the new organization and additional resources helpful.

WORK PERMIT – MUST BE IN HAND BEFORE WORK BEGINS

A reminder that any foreign academic must have received their work permit *before* their appointment or reappointment begins. The work permit provides the valid date for the foreign academic to begin work.

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

Eligible members of the faculty bargaining unit may carry forward unused entitlement from PDR for 3 years. Claims

for funds earned in 2006/2007 not received by Finance by the cut-off date of June 30th, 2009 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 find out 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.

LIBRARIANS' APPOINTMENT COMMITTEE GUIDELINES

New Librarians' Appointment Committee (LAC) Guidelines are now in place, developed in consultation with the LAC and the Library.

The guidelines, which can be accessed on the [Faculty Relations website](#), cover terms of reference, composition, the dossier, how to prepare a new confirmed appointment, letters of appraisal, supplementing the file, criteria for confirmed appointments, performance in professional work, contributions to the university, profession and community, and review of cases by the LAC. The guidelines will be reviewed on a regular basis and amended as appropriate.

FACULTY ASSOCIATION DUES INCREASE

The Faculty Association has confirmed that Faculty Association dues are increasing from 0.528 to 0.678, effective July 1st, 2009.

Faculty members will notice a change on their July 15th paycheque under deductions. Paycheques can be viewed online through the [Faculty and Staff Self Service portal](#).

Detailed information on self-service is found on the [Financial Services website](#). Questions about the due should be directed to the Faculty Association.

INSTRUCTOR I QUALIFICATIONS @ UBCV

The Provost at UBC Vancouver has asked that all new tenure track Instructors have a PhD or equivalent experience normally required as a terminal degree. Our

[Faculty Appointments Matrix](#) has been updated to reflect this change.

IMMIGRATION UPDATES

Service Canada (SC) has made several changes that affect Labour Market Opinions (LMOs) for term positions. In the case of UBC faculty, the changes will mainly apply to Research Associates, and will not apply to tenure stream appointments. The changes are as follows:

- (i) **Research Associates.** SC has stated that the minimum salary for RAs should be \$55,000, as opposed to UBC's current minimum of \$51,141.
- (ii) **LMO Duration.** The LMO will be limited to 1 year unless a strong case can be made for a longer period, and the decision will be at the discretion of the SC case worker.
- (iii) **Timing of the LMO Application and Closing Date of the Ad.** Recruitment activities must take place during the 3 months prior to applying for a LMO. LMO requests must be submitted to SC within 3 months of the closing date of the ad.
- (iv) **Re-advertising Positions.** If you wish to reappoint a foreign worker in a term position you will need to re-advertise. UBC must prove to SC that no qualified Canadians have come forward since the position was originally advertised. In the case of re-advertising the ad may be posted for 14 days.

Effective May 19, 2009, all LMOs must be used within six months of being issued, or will be deemed to have expired. Read the [CIC bulletin](#) for more information.

FOCUS ON PEOPLE ANNUAL REPORT

For those of you who were unable to attend the Focus on people Town Hall at either UBCV or UBCO, you can read the Focus on People Annual Report in the June issue of UBC Reports or view the [Annual Report](#) online.

POSTDOCTORAL FELLOW NEWSLETTER

A [newsletter just for Postdoctoral Fellows](#) was emailed to all Postdoctoral Fellows in March. The topics addressed included what is a postdoctoral fellow, benefits, level of pay, extensions beyond 3 years, tax matters, immigration information, and research associates.