**Tenured and Tenure Track Offer Letter Procedures and Documentation**

1. **Offer letter**

An offer letter is a legally binding document. It sets out the terms and conditions of the contract of employment between the faculty member and the University and it is the basis for future ongoing claims and entitlements. Because of the contractual commitments, it is highly advisable that Faculty Relations review and approve the letter before it is signed by both parties, unless you use the UBC Faculty Relations approved template with no contractual changes. In drafting your offer letter for tenured and tenure track positions, you have the following three options:

1. Use the Faculty Relations Approved Offer Letter Template

If you are using the UBC Faculty Relations approved offer letter template with no changes to the contractual elements then a review is not necessary prior to the parties signing the letter. Once the signed letter is received by Faculty Relations, we will approve it and submit it to the Provost for final approval.

**OR**

1. Request Faculty Relations Review Modifications to Offer Letter:

If you have made substantive changes to the terms or order of the terms in the UBC Faculty Relations offer letter template (i.e., revised order of items, omitted certain items, included additional items, etc.), Faculty Relations would be pleased to review your modifications to ensure compliance with legislative and university requirements (including any applicable collective agreement provisions). We will aim for a 24 hour turn around to review the draft letter and return it you for the parties to sign.

**OR**

c. Modify the letter with no review by Faculty Relations prior to signing the letter

This option is not recommended. Please note that if your unit has modified the letter but has not requested Faculty Relations to review it prior to signature, your unit will bear the responsibility and associated costs of any related consequences of the contract, regardless of when they occur (including costs of any grievances or litigation, should the contract be in conflict with university policy, practices and the collective agreement).

1. **Rationale for Proposed Starting Salary**

In order to support and promote the University’s salary equity goals, please document the starting salary and provide the rationale for the offer to the successful candidate. This rationale will be used for monitoring salary decisions and to help reduce concerns about gender based inequities in starting salaries by articulating the legitimate differences in starting salaries. Faculty Relations will send out recent starting salary information to Heads/Directors via the Deans office, for each job ad competition.

Please fill out the next page and provide it to Faculty Relations with the Faculty Offer Letter.

1. **Offer Letter Review Documentation**

Please complete this form and submit it to Faculty Relations with the Tenure Track Offer Letter.

Any modifications made to the Approved Faculty Relations Template?

 ☐ Yes ☐ No

If no modifications made then no review is necessary.

If yes, please list the section where you’ve made changes and note the modification:

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| Click here to enter text. |
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1. **Starting Salary Documentation:**

Starting Salary Amount offered to Candidate: Click here to enter text.

Rationale for Salary Offer (based on Candidate’s specific qualifications as related to posting requirements and internal unit salary equity considerations):

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| --- |
| Click here to enter text. |
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Please be reminded that it may be useful to review the Starting Salary Range for the department and/or faculty before to determine an appropriate starting salary.

It is up to the Unit to verify that the information on this form is valid. If you have any questions about the offer letter or this form, please contact Faculty Relations. Form Completed by (please print or type): Click here to enter text.

Date: Click here to enter text.