A letter of recommendation from Head/Director to the Dean that includes the following:

- A rationale for the appointment, including the number of applicants and candidates interviewed
- The date of your departmental Appointments Committee meeting
- A recommendation from the Standing Committee and their vote (#) from a minimum of 3 eligible members
- A recommendation after the vote, from your Dept Head/School Director about the appointment (ie. supportive or not)
- The Department Head’s/School Director's specific comments regarding the following:
  - Candidate's Teaching, Research and Service activities/responsibilities
  - Include any relevant comments regarding position
  - Justification for the academic salary, making reference to as many of the following as are relevant:
    - The Faculty of Medicine minimum salary scale
    - The starting salary range for that rank for your department/school
    - Years in rank/equivalent experience
    - Budget availability
  - A note that the letter/report has been circulated to Standing Committee members for comments (as required by Article 5.07(b) of the Agreement on Conditions of Appointment for Faculty)

Curriculum Vitae:
- Initialled by candidate (ie. as an indication that it is accurate)
- Dated appropriately (ie. is fairly recent)
- UBC format preferred, but not required

Proof of Advertising:
- Please include a copy of the advertisement as it appeared or ad waiver approval (unless previously submitted as part of an LMIA request)

Copy of Signed Offer Letter:
- Accepted & signed by the candidate as the final signatory

Reference Letters:
- Some of these can be letters that the candidate submitted in application of the position
- Instructor: Not required to be arm’s length, but can be
- Senior Instructor: Can be from within the previous institution of the candidate so long as they are arm’s length
- Assistant Professor: At least three references. Recommended, but not required that referees be external and at arm’s length.
- Associate or Full Professors or Sr. Instructors or Professor of Teaching: At least 4 arm’s length letters
- Please also refer to the 9. Letters of Reference section for New Recruitments on the Checklist – Full-Time Faculty - FARPT

UBC Faculty Appointment Form:

UBC Years-in-Rank Form:
- Form is required for all new faculty hired who have prior work experience equivalent to the rank at which they are being hired at UBC

For the recruitment of Foreign Academics (i.e., non-Canadians):
- Foreign Academic Data Form
- Foreign Academic Recruiting Summary
- Copy of Temporary Work Permit with “UBC” listed as employer
- Copy of advertisement as it appeared & was approved
- + any & all other supporting document required by Faculty Relations

All forms are available at http://www.hr.ubc.ca/faculty-relations/administrator-tools/forms/

Questions? Please contact Faculty HR Team.