

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>AP4</b>
<b>Long Title:</b>  Faculty Term Appointments Without Review	
<b>Short Title:</b>  <b>Faculty Term Appointments Policy</b>	

### Background & Purposes:

The purpose of this Policy is to identify those persons eligible for faculty term appointments without review, and to describe the terms and conditions of such appointments. Post-doctoral fellows are not covered by this Policy. For information about appointments of post-doctoral fellows, please see the Postdoctoral Fellows Policy.

## 1. General

- 1.1 Faculty term appointments without review are full-time or part-time Board of Governors' appointments for a specified limited term. They are not tenured or tenure-track appointments and there is no implication that the appointee will be considered for any further appointment of this or any other kind at the end of the specified term, except as otherwise specified in the Collective Agreement between the University and the Faculty Association of the University of British Columbia (the "**Collective Agreement**").
- 1.2 Normally salaried faculty term appointments without review will be for a term of one year or less. Faculty term appointments without review and without salary may be for any period up to ten years and will normally have a June 30<sup>th</sup> end date.
- 1.3 Individuals with salaried faculty term appointments without review are employees of the University. They are not employees of an individual faculty member.
- 1.4 All University policies and procedures apply to faculty term appointments without review.

## 2. Types of Faculty Term Appointments

- 2.1 Salaried faculty term appointments without review, which are part of the faculty bargaining unit and covered by the Collective Agreement, include the following:
  - 2.1.1 **Professor, Associate Professor, Assistant Professor, Instructor:** These are full-time or part-time appointments for a term of twelve months or less. Full-time appointments for a term of twelve months are renewable up to a maximum of three consecutive years. Persons in these ranks are appointed to meet the following circumstances:

- (a) to replace a faculty member on leave;
- (b) to enable a Department or Faculty to meet teaching requirements in the face of exceptional uncertainties about future enrolment;
- (c) when the death or late resignation of a faculty member makes it impractical to conduct an effective search for the best qualified candidate for appointment;
- (d) when a suitable candidate is not available to fill a vacancy normally held by a faculty member holding an appointment with review or without term; or
- (e) when the funds for a program are to be provided only for a limited time.

2.1.2 **Lecturer:** These are renewable full-time or part-time appointments, for a term of twelve months or less, with responsibilities limited to teaching and related duties which may include administrative responsibilities normally undertaken by faculty members.

2.1.3 **Sessional Lecturer:** These are renewable full-time or part-time appointments, for a period of less than twelve months, with responsibilities to teach credit course(s) or to perform related duties such as course coordination or laboratory supervision.

2.2 A faculty term appointment without review may also be held in one of the following positions, the term of which is renewable at the sole discretion of the University:

2.2.1 **Adjunct Professor:** These are part-time appointments made in the case of those who, having practised a profession with distinction or particular success outside the University or any other academic institution, have special skills or learning of value to the University. A salary or an honorarium may be paid to a person holding such an appointment. Because the professional qualifications, experience and reputation of individuals appointed as Adjunct Professor will vary considerably, there is no equivalence between adjunct and professorial ranks. Appointment at this rank does not imply that the appointee has the qualifications necessary for appointment to a professorial rank.

2.2.2 **Clinical Appointments:** These are part-time appointments normally in the Faculties of Medicine, Dentistry and Pharmaceutical Sciences and in the School of Nursing made in the case of those who, having practised a profession in health care with distinction or particular success outside the University or any other academic institution, have some special professional skill or learning of value to the University. A salary or an honorarium may be paid to a person holding such an appointment.

2.2.3 **Honorary Appointments:** These are appointments made in recognition of services rendered to a Faculty, Department or School and are not normally held by individuals holding a faculty appointment at the University or another academic institution. They receive no salary or benefits, but may be paid an honorarium. On the recommendation of the Dean, an individual holding a faculty appointment at another academic institution may be appointed as an honorary affiliate faculty member of the University.

2.2.4 **Research Associate:** These are full-time or part-time appointments, with responsibilities limited primarily to conducting research with no formal teaching duties, whose salaries and benefits (as appropriate) are paid from research grants or contracts. Research Associates must hold an appropriate Ph.D. degree or other equivalent qualifications that would be appropriate for appointment as Assistant Professor. The University does not appoint research professors, research associate professors, etc.

2.2.5 **Visiting Appointments:** These appointments are made when appointees hold continuing appointments or have emeritus status at another academic institution to which they expect to return. Visiting appointments will normally be listed by the rank which they hold in the home institution, or by an appropriate equivalent rank, preceded by the word "visiting". These positions are normally held for a maximum of two years. Appointees with emeritus status at another institution to which they do not expect to return may be appointed as an Adjunct Professor.

### 3. Notice of Amendment

3.1 The University will give the Faculty Association one year's notice of any amendment to the provisions set forth above, unless a shorter period is agreed upon by the University and the Faculty Association.



## PROCEDURES ASSOCIATED WITH THE FACULTY TERM APPOINTMENTS POLICY

*Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.*

*Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Faculty Term Appointments Policy.*

### 1. General

- 1.1 All salaried faculty term appointments without review must be advertised in accordance with the Employment Advertising Policy and the University's related procedures, unless otherwise exempt.
- 1.2 For salaried faculty term appointments, a letter of appointment confirming the terms and conditions of employment must be provided to the appointee. For faculty term appointments without salary, a letter of appointment confirming obligations and expectations must be provided to the appointee. In all cases, the appointee must accept the offer in writing, a copy of which will be included with the Faculty Appointment Form.
- 1.3 Benefits, leave entitlements, and personal and professional development opportunities are available to those appointees meeting the applicable eligibility requirements. Detailed information is available from [Human Resources](#).
- 1.4 Unless otherwise agreed, faculty term appointments without review may be terminated by the individual with two weeks written notice to the University, which may be waived by the University.
- 1.5 Except for those positions covered by the Collective Agreement, a salaried faculty term appointment without review may be terminated by the University:
  - 1.5.1 without notice where there is cause for termination; or
  - 1.5.2 by providing written notice of termination, or pay in lieu of notice, as set out in the *Employment Standards Act* or the letter of appointment, whichever is greater.
- 1.6 Positions covered by the Collective Agreement must be terminated in accordance with the terms of the Collective Agreement.
- 1.7 Unsalaries faculty term appointments may be terminated where there is cause or with written notice of at least one month.

## **2. Minimum Salaries**

- 2.1 Minimum salaries are in place for Sessional Lecturers (as provided for in the Collective Agreement with the Faculty Association), and Research Associates (as established by the University from time to time). Current minimum salaries are available from Faculty Relations.
- 2.2 Qualifications, experience, and market value should be taken into account in determining an appropriate salary for all faculty term appointments without review.
- 2.3 Salaries must be reviewed annually and may be increased subject to performance, funding availability and for those positions in the faculty bargaining unit the terms of the Collective Agreement with the Faculty Association.

## **3. Appointments to the Teaching Staff of Members of Professional Firms or Companies**

- 3.1 When a member of a professional firm or company is appointed to perform a teaching service for the University, the University normally will pay the honorarium or stipend directly to the appointee in accordance with the Faculty Appointment Form (and not to a company or other entity).
- 3.2 If the primary occupation of the appointee is with a professional firm or company, the University may pay the honorarium or stipend directly to the firm or company, provided that it is requested to do so by the firm or company on its letterhead or as otherwise prescribed by the Dean of the relevant Faculty. This letter should also confirm that the primary occupation of the individual performing the teaching service is with the professional firm or company.



## EXPLANATORY NOTES REGARDING THE FACULTY TERM APPOINTMENTS POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Faculty Term Appointments Policy. These Explanatory Notes do not replace or supersede the content of the Faculty Term Appointments Policy and its Procedures.*

<b>Policy Long Title:</b>	Faculty Term Appointments Without Review
<b>Policy Short Title:</b>	Faculty Term Appointments Policy
<b>Policy Number:</b>	AP4
<b>Responsible Executive:</b>	Provost and Vice-President, Academic (UBC Vancouver) Provost and Vice-President, Academic (UBC Okanagan)
<b>Responsible Board Committee:</b>	Employee Relations Committee
<b>Related Policies:</b>	GA2 - Regulatory Framework Policy HR11 - Employment Advertising Policy AP10 - Postdoctoral Fellows Policy
<b>History:</b>	<ul style="list-style-type: none"><li>• The Faculty Term Appointments Policy was first approved by the Board of Governors in July 1985;</li><li>• The Faculty Term Appointments Policy was revised in September 2010;</li><li>• The Procedures to the Faculty Term Appointments Policy were first approved by the Board of Governors in September 2010;</li><li>• The Faculty Term Appointments Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Faculty Term Appointments Policy, its long title is Faculty Term Appointments Without Review, and its number is AP4. The previous identification number for this policy was #42.</li></ul>
<b>Related Legislation:</b>	<i>Employment Standards Act</i> R.S.B.C. 1996, c. 113