



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA



School of
Population and
Public Health

Orientation Manual for New Faculty

Updated: August 25, 2014

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1. Welcome to SPPH

A. The SPPH Building

School of Population and Public Health

The School of Population and Public Health is based in the [SPPH Building](#) on the UBC Point Grey campus. Most of the SPPH classes will be held in this building and it is home to offices for program staff and faculty.

There are two offices set aside for sessional instructors and key requests are to be made to Virginia Anthony (virginia.anthony@ubc.ca).

Building Access

The classrooms that fall under the responsibility of Enrolment Services are open 24/7. SPPH is responsible for the meeting rooms (B104 and 102, 133, and 295) and arrangements for access should be made through Program staff if they are to be used on weekends. Program staff will arrange for Security to open outside doors on Saturdays & Sundays at 8:00am for Distributed Learning classes. If they are not open, please call UBC Security at 602-822-2222.

Getting Here

A variety of parking options are available on the UBC campus. Some lots are for those who need occasional parking, and tickets can be purchased from machines in the lots. A [UBC parking permit](#) can be purchased for UBC parkades. The closest parking is the Health Services Parkade. Public transit generally has frequent service to UBC and the Bus Loop is a 5 minute walk. SPPH strives to minimize our ecological footprint.

B. Obtaining an Identity

Campus-Wide Login (CWL)

A CWL username and password is essential for access to all UBC systems (including email) and can be requested once you have your Employee number and CWL login. Apply here: <http://www.it.ubc.ca/cwl/about.shtml>

If you have any troubles registering for a CWL, contact Stefan Mladenovic (SPPH IT Manager) at 604-822-4944 or stefan.mladenovic@ubc.ca.

Profile on the SPPH Website

The SPPH IT Manager, Stefan Mladenovic (604-822-4944 or stefan.mladenovic@ubc.ca) will create a very basic profile for you on the SPPH site. Once the profile is set up, Stefan will let you know.

Once you have CWL, Stefan will send you an 'invite' to subscribe to the SPPH blog (i.e. website). When you have accepted, please let Stefan know. He will then change the 'ownership' of your profile so that you control your profile. He will then send you instructions so that you can update your profile.

As the 'owner' of your profile, you can update it as often as you would like.

UBC Directory

Instructions to be added to the UBC directory can be found at:

<https://www.directory.ubc.ca/index.cfm?page=update>.

You will be added to the UBC directory by Jenny Li (SPPH Receptionist) (info@spph.ubc.ca). You will need to provide her with:

- The correct spelling of your name
- Your UBC phone number
- Your UBC email address, and
- Your UBC office location

Please review your listing in the UBC directory and ensure it is correct. You can search the directory here: <https://www.directory.ubc.ca/index.cfm>.

If the information listed for you is inaccurate, please:

- Open your personal profile listing page
- Towards the bottom of the page there is a link to "Request an update to this information".
- Submit a request for changes to be made from there

C. SPPH Website

www.spph.ubc.ca has a wealth of information and is continually updated with information about [course schedules and outlines](#), faculty, staff, events, etc.

Items that you may find particularly useful are:

SPPH home page:

- Recent news is displayed in the slideshow
- The SPPH calendar (in sidebar) lists important events including meetings, seminars, thesis defences, and social events

About us:

- The School's goal, mission, and values
- The School's four Divisions
- Contact information for the School's Program, Departmental, and Research staff
- The School's committees and their members
- Policies and forms for students and faculty

Programs and Students:

- Detailed information about the School's programs
- Courses offered by the School, including timetables and links to their syllabi

Faculty

- Lists the School's full-time, clinical, adjunct, emeritus, and associated faculty and has links to their profiles
- Faculty award opportunities
- Faculty meeting dates and location

Research

- Research units and programs
- Affiliated centres
- Awards won by faculty and researchers
- Information on research being conducted by SPPH Faculty and students
- Recent publications

Seminar Series

- Information on the School's weekly Grand Rounds and Occupational and Environmental Health Seminars, including speakers and topics
- Information about new "Going Public with Impact" series
- Link to UBC Learning Circle seminars

News

- Includes recent media coverage and Faculty and student accomplishments

2. Structure and Function of SPPH

A. Who You Need to Know

Dr. David Patrick, Director: david.patrick@ubc.ca

Assistant to the director: Janice DeSouza-Vas: janice.desouzavas@ubc.ca

Dr. Gary Poole, Associate Director: gary.poole@ubc.ca

Virginia Anthony, Senior Administrator: virginia.anthony@ubc.ca

Ashley Stein, Human Resources Coordinator: ashley.stein@ubc.ca

Katherine Came, Communications Manager: katherine.came@ubc.ca

Stefan Mladenovic, Information Systems Manager: stefan.mladenovic@ubc.ca

Jackie Carpio, Financial Processing Specialist: jackie.carpio@ubc.ca

Jenny Li, Receptionist: info@spph.ubc.ca

Academic Programs

MSc/PhD, Population and Public Health

Dr. Sam Sheps, Director

Beth Hensler, Graduate Educational Manager (MHSc, MSc, PhD)

Master of Public Health (MPH)

Dr. Amee Manges, Director

Dr. Jane Buxton, Practicum Director

Shalaleh Najafy, Graduate Educational Manager (MPH and MSc OEH)

Dawna Brown, Student Support

MSc, Occupational and Environmental Health (OEH)

Dr. Karen Bartlett, Director
Shalaleh Najafy, Graduate Educational Manager (MPH and MSc OEH)
Erin Smith, Program Coordinator

Master of Health Administration (MHA)

Dr. Craig Mitton, Director
Sherisse Sy, Program Manager
Jennifer Aldrich, Program Assistant

Master of Health Sciences (MHSc)

Dr. Martin Schechter, Director
Beth Hensler, Graduate Educational Manager (MHSc, MSc, PhD)

Public Health and Preventive Medicine Residency Program

Dr. Marcus Lem, Director
Danielle Copp, Program Coordinator

Affiliated Units**Centre for Excellence in Indigenous Health**

Dr. Nadine Caron, Co-Director
Dr. Martin Schechter, Co-Director
Jennifer Mackie, Program Manager

Centre for Applied Ethics (CAE)

Dr. David Silver, Director

Centre for Health Services and Policy Research (CHSPR)

Dr. Steve Morgan, Director

Human Early Learning Partnership (HELP)

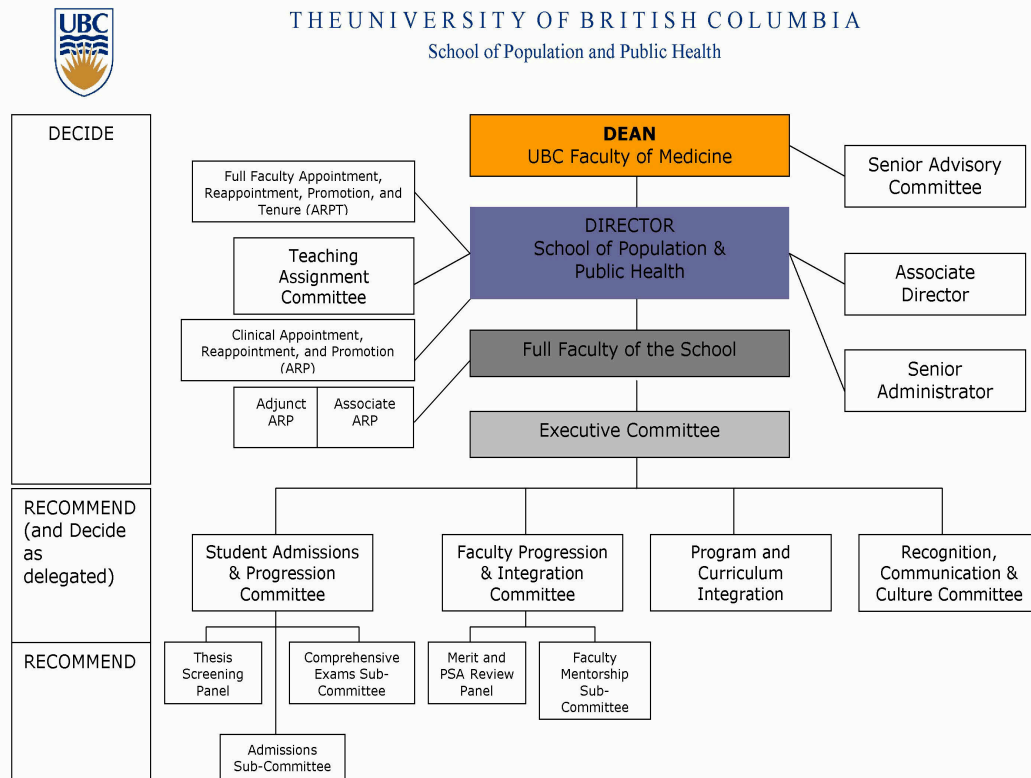
Dr. Kimberly Schonert-Reichl, Interim Director
Pippa Rowcliffe, Interim Deputy Director
Cheryl Rubuliak, Human Resources and Administration Manager

Population Data BC

Nancy Meagher, Executive Director

B. Standing Committees

The following chart demonstrates the structure and hierarchy of the School's committees:



January 2013

Committees and their current Chairs:

- SPPH Executive Committee
Chair: David Patrick
- Student Admissions and Progression Committee
Chair: Jane Buxton
- Faculty Progression and Integration Committee
Chair: David Patrick
- Program Curriculum and Integration Committee
Chair: Gary Poole
- Recognition, Communication, and Culture Committee
Chair: Arminee Kazanjian
- Appointments, Reappointments, Promotions, and Tenure Committee
Chair: David Patrick
- Teaching Assignment Committee

- Adjunct Faculty Committee
Chair: Gary Poole
- Associate Faculty Committee
Chair: Jim Frankish
- Thesis Screening Panel
Chair: (new committee – Chair TBD)
- Comprehensive Exam Committee
Chair: Charlyn Black
- MHSc Admissions Committee
Chair: Jason Sutherland
- MPH Admissions Committee
Chair: Martin Schechter
- MSc-OEH Admissions Committee
Chair: Patti Janssen
- MSc/PhD Admissions Committee
Chair: Karen Bartlett
- Faculty Mentorship Committee
Chair: Charlyn Black
- Health and Safety Committee
Chair: Carolyn Gotay
- Laboratory Committee
Co-Chairs: Ashley Stein (acting co-chair) / TBD
- Residency Advisory Committee
Chair: Mieke Koehoorn
- Sustainability Committee
Chair: Marcus Lem
- *Co-Chairs: Karen Bartlett and Linda Bonamis*

Please see <http://spph.ubc.ca/about/committees/> for an up-to-date list of membership.

C. How We Communicate

Departmental listservs

You will be added to the relevant departmental listservs. Full-time SPPH faculty will be added to the spph-faculty listserv, while a clinical faculty appointment will be listed on spph-clinical. There are also lists for Adjunct, Associate and Emeritus faculty groups. These Faculty listservs are currently administered by Stefan Mladenovic (stefan.mladenovic@ubc.ca), who will add you to the list once notified by the Director's Executive Assistant or the SPPH HR department.

Here is a complete list of faculty-related listservs:

- SPPH-faculty@interchange.ubc.ca (Full-time SPPH faculty, plus key departmental and academic program staff)
- SPPH-faculty-fulltime@interchange.ubc.ca (Full-time SPPH faculty, plus Senior Administrator only)
- SPPH-clinical@interchange.ubc.ca (Clinical faculty only)
- SPPH-adjunct@interchange.ubc.ca (Adjunct faculty only)

- SPPH-associate@interchange.ubc.ca (Associate faculty only)
- Soeh-faculty@interchange.ubc.ca (Full-time and teaching faculty in the OEH Division, plus Msc-OEH program staff)

You may use the listserv(s) to which you belong to send messages to other faculty on the same listserv(s). If you have a message that you would like to distribute to other listservs (including staff or students), you can contact Katherine Came (Katherine.came@ubc.ca).

Internal Newsletters

SPPH has a weekly internal notice called “This Week @ SPPH”. It is sent to all SPPH faculty, staff and students on Monday morning, letting them know what is happening in the SPPH building, or being hosted by one of the SPPH research units.

SPPH also has a bi-weekly internal e-notice called FYI. It is distributed every other Thursday and includes upcoming meetings, social events, seminars, etc. that are of interest to SPPH faculty, staff, and students. You **must** subscribe to the FYI in order to receive it. Please subscribe at: <http://www.industrymailout.com/Industry/Subscribe.aspx?m=28612>

If you have a message that you would like to have included in the FYI newsletter, send it to Katherine Came (Katherine.came@ubc.ca).

Media Releases/Stories

UBC Public Affairs disseminates media releases for new research that UBC faculty members have just published in respected journals. **Please note:** they will only do media releases that come out on the same day as that research is published. They will **not** do releases for papers that have been ‘out for a few weeks but no one noticed’. If you have a research paper that has been accepted, or is ‘in press’, and that you feel would be newsworthy, please contact Katherine Came (Katherine.came@ubc.ca) immediately. She will work with you, and with UBC Public Affairs.

If your paper is not accepted for a UBC media release – do not despair! There are other mechanisms for getting research work exposure, and Katherine will assist with that.

Please also keep in mind that Katherine is always looking for stories for the SPPH website, and willing to laud any and all awards, honours or grant approvals that faculty receive. Please do not hesitate to contact her (Katherine.came@ubc.ca or 604-822-0530).

D. Mentoring

SPPH Faculty Mentorship Committee

The purpose of the Faculty Mentorship Committee is to support the successful progression of faculty members through promotion and tenure process at the University of British Columbia. While mentorship is an integral part of the SPPH environment, the Faculty Mentorship Committee ensures that faculty members who are at the Assistant Professor level and/or new to the School are ‘paired’ with a senior faculty member. The mentors and mentees are encouraged to meet regularly

to review the mentees' curriculum vitae and to discuss strategies with regards to a balance of teaching, research and services activities in support of promotion and tenure. Mentors and mentees are also encouraged to have more informal discussions about other issues related to academia such as grant writing, teaching pedagogy, graduate student supervision, university administrative procedures, career trajectories and so on.

The SPPH Faculty Mentorship Committee is part of a larger Faculty Mentoring Program within the Faculty of Medicine. Many mentoring resources are available for both mentors and mentees through the FoM program website:

<http://www.medicine.ubc.ca/hr/mentors/>

3. Teaching

A. The Academic Term and Course Scheduling

The Academic Year is divided into two sessions, Winter and Summer. The Winter session consists of the Fall term (September – December) and the Spring term (January – April). The Summer session runs from May – August.

SPPH courses, including the terms during which they are taught, are on the SPPH website. All UBC courses, including their specific times, are listed at <http://www.students.ubc.ca/coursesreg/registering-courses/course-schedule/>.

SPPH courses are offered in a traditional format (Monday – Friday) and a Distributed Learning (DL) format. DL courses occur on weekends once per month, three times per term. DL instructors will be asked for their availability well in advance in order to set the weekends of instruction. They generally occur the 3rd weekend of each month, and each course is taught for a full day on either a Thursday, Friday, Saturday, or Sunday. Instructors are usually allocated a different day each month. DL courses are also offered in a third term (May-July).

B. Ordering Textbooks

You can order textbooks for your students from Winona Kent (winona.kent@ubc.ca). The deadlines for ordering are May 1 for the September term and October 1 for the January term. Winona will place your order digitally through the UBC Bookstore interface, based on projected enrolment for the term.

The UBC Bookstore offers the convenience of buying on campus and competitive pricing. The textbooks are sorted by Course Number, so if you have several texts for your course, they will all be located on the same shelf. There is no charge for this service as all unsold books are returned to the publisher.

C. Information Technology Services

Wireless Networking

UBC IT Services maintains wireless access on all floors at 2206 East Mall. Wireless access requires a Campus Wide Login (CWL). Configuration details and troubleshooting support are available on UBC IT's website:

http://www.it.ubc.ca/service_catalogue/internet_telephone/wireless/wpa.html

Classroom Audio-visual Equipment & Support

All classrooms at 2206 East Mall come configured with either a wall-mounted display, or projector and screen. Wall-jack connections permit Video Graphics Array (VGA), High-Definition Multimedia Interface (HDMI) and composite video inputs, all with audio. Troubleshooting is available via SPPH's Information Systems Manager, or in the event the IS Manager is unavailable, please contact UBC IT Services Audio-visual Support group at 604.822.7956 or av.helpdesk@ubc.ca

Learning Management System

UBC has standardized its online learning environment on Blackboard Learn (branded *UBC Connect*). Prior to the start of each semester, course containers/shells are automatically generated and populated using data from the Student Information System (SIS). To find out more, including how to gain access, please visit:

<http://resources.connect.ubc.ca>

Troubleshooting support is available via the SPPH Information Systems Manager, Stefan Mladenovic (stefan.mladenovic@ubc.ca).

D. Faculty Service Centre (FSC)

The Faculty Service Centre (FSC) allows you to access your class lists, send emails to your students, submit final grades, etc. To access the FSC:

- Go to the FSC page at <https://ssc.adm.ubc.ca/fsc/servlets/SRVFSCFramework>
- Login using your CWL (if you do not have a CWL, see section 1B "Obtaining an Identity")
- Submit an instructor access request form by following the 'Vancouver Instructors' link
- You will be notified when the request is processed.
- You will then be able to use the FSC to send emails to students individually or as a group, and submit final grades via the 'grades' tab. It is UBC Faculty of Graduate Studies Policy that the submission deadline for all final grades is seven business days after the last scheduled exam of the term.

E. Teaching Assistants

Each course with over 10 students enrolled is provided with a Teaching Assistant for the duration of the course, if desired. If you would like the assistance of a TA, contact Virginia Anthony (virginia.anthony@ubc.ca) who will help to organize recruitment.

F. Guest Speakers

There is an SPPH policy for honorariums, normally available to those guest speakers who would be out-of-pocket for coming to UBC. Contact Virginia Anthony (Virginia.anthony@ubc.ca) for details if you would like an honorarium for your class' guest speaker.

G. Course Evaluations

Stefan Mladenovic organizes instructor/course and TA evaluations online and sends instructions to students at the end of each term. SPPH asks that you allocate 10 minutes during the last class to complete the evaluation. Instructors can view the results after all final grades are submitted here: <https://eval.olt.ubc.ca/spph>

H. Support for Your Teaching

The Centre for Teaching, Learning and Technology (CTLT) is an excellent resource for teaching support. Their website has many teaching-related resource, as well as information on a large number of programs. <http://ctl.ubc.ca/>

The Faculty Development unit in the FoM offers Faculty-specific workshops and resources on teaching. This is an active centre with regular events featuring considerable support. Much of the emphasis is on clinical teaching, but there is much more here, including Problem-Based Learning resources and training. Please contact fac.dev@ubc.ca for more information.

I. Course Exemption & Transfer Credit

If a student requests a transfer credit or an exemption from a course, instructors have the option to accept or deny this request. An exemption means that the student is given credit for knowing the material but must make up the 3 credits elsewhere. The transfer/exemption must also be approved by the Program Director, who will ask to see the outline of the previous course completed and the grade achieved. See the [Faculty of Graduate Studies](#) policy for more information.

J. Visiting Students

Many students outside of SPPH request to take our graduate courses. These include: non-SPPH UBC graduate students; UBC undergraduate students, Western Deans' Agreement students, and Unclassified Students. Please find the most current policy and procedures here: <http://www.spph.ubc.ca/VisitingStudents.htm>

Visiting students are not granted permission to attend SPPH courses until the month prior to the course start date, to ensure that SPPH students have all registered and to determine how many seats are left in the class. Each instructor will be given the opportunity to accept or deny visiting student requests.

Unclassified Students

Unclassified students are students who wish to take a UBC course but are not enrolled in a particular program. Students must obtain permission from the instructor before the Program

Director will give the final approval. Students should provide detail to the instructor as to how they meet the pre-requisites of the course.

Please direct Unclassified Students to the FAQ page on the [MPH website](#) for further information. The [Faculty of Graduate Studies](#) manages the registration of unclassified students.

Western Deans' Agreement (WDA) Students

WDA students are graduate students at another Western Canadian University (BC, Alberta, Saskatchewan, or Manitoba). Through the WDA they are able to take any UBC graduate course at no extra cost.

Students should contact their home university's Graduate Studies department for the WDA form. This request must first be approved by the home university (Home Institution), who will then send the form to the UBC Faculty of Graduate Studies (FoGS) office. Students must also obtain permission from the SPPH instructor to take their course. The relevant program Director will sign off on the WDA form when both the form and permission are received. It will be sent back to UBC FoGS, who will then send a letter to the student and home university confirming registration.

UBC Undergraduate Students

Undergraduate students may be enrolled in graduate course in the unusual situation in which the instructor feels the student can function at the level of the other (graduate) students in the class.

Undergraduate students at UBC must fill out the following form to be enrolled in any SPPH course: <http://www.grad.ubc.ca/forms/enrolment-undergraduate-students-graduate-course>. The form must be signed by the instructor, the Program Director, and their home department.

4. Research – Grant Reimbursement

Financial Services generally requires 4-6 weeks to process reimbursements. Travel, expense or mileage forms can be found in the mailroom at SPPH. Forms must be filled out and accompanied by original receipts. Additional documentation includes itinerary emails and receipts and boarding passes to detail airfare/train expenses. Conference registration expenses must be accompanied by an Agenda/Prospectus of the conference. If the person was a presenter at a conference, the agenda should indicate their name and presentation information. Any expenses paid with a credit card must be submitted with a copy of the credit card statement clearly showing the payment. Reimbursement forms and receipts can be submitted to Anna Scales, Finance and Facilities Administrator.

Any expenses in a foreign currency that was paid with credit card should be submitted with the credit card statement showing the exact amount paid in Canadian dollars with the exchange rate used to convert the foreign amount to Canadian dollars. Any foreign expenses paid in cash should be submitted with the original receipt showing the exchange rate used to convert the Canadian currency to the foreign currency or we can allow UBC to use their exchange rate system to make any conversions. All reimbursements need a brief description as a reason for any purchases.

5. Academic Activities

A. Students and Faculty

Grand Rounds

Grand Rounds for the School of Population and Public Health occur each Friday morning from 9 am to 10 am in Room B151 of the SPPH building. Each week a speaker is invited to present on a topic of interest relevant to Public Health. Presentations should be approximately 45 minutes in length, leaving 15 minutes for questions from the audience. Students, faculty and staff at SPPH are expected to attend Grand Rounds, as well as other interested members of the community. They are available to remote participants online via Adobe Connect. Instructions on how to connect remotely, as well as a schedule of Rounds speakers are available on the SPPH website by selecting Seminar Series and Population and Public Health (Grand Rounds). Physicians may receive Continuing Medical Education credits for attending Grand Rounds by completing a survey distributed in the room or online.

Super Rounds

Super Rounds are special presentations by noteworthy speakers, which occur in venues that can accommodate a larger audience. These are usually held twice per year in the spring and fall. Super Rounds are most often held in the evening and are preceded or followed by a reception where attendees may have the opportunity to meet with the speaker and discuss the ideas being presented. Suggestions for speakers at Super Rounds should be directed to the Heads of the appropriate Division, which can be found on the SPPH website. Any other inquiries can be directed to Katherine Came (Katherine.came@ubc.ca)

B. For Your Students

The following academic activities for students are offered through SPPH 507/607, a required course for SPPH students in thesis-based programs. For more information, please contact the instructors: Charlyn Black (cblack@chspr.ubc.ca) and Gary Poole (gary.poole@ubc.ca).

Research in Progress (RIP)

RIP offers students an opportunity to interact with one another, key SPPH staff, and a variety of faculty members to gain insights into the process of succeeding in their program, by emphasizing skills related to developing and completing a thesis within the School of Population and Public Health, as well as foundational skills related to functioning as an independent researcher.

Every student has the opportunity to present their emergent plans for thesis research, and receive feedback from his/her student colleagues. The format encourages students to structure their feedback and advice to students around pertinent methodological and substantive issues, focusing on both the strengths and limitations of the proposed work, as well as the presentation style/content of each student.

Journal Club

Student-led Journal Clubs provide practice summarizing and presenting research, and critically appraising research studies. Students engage in discussion of an article selected and presented by

their peers. Several students facilitate on each occasion, giving participants a variety of articles to choose from.

Meet the Professor

“Meet the Professor” gives students opportunities to learn about the research programs of various SPPH faculty members. Faculty members give brief presentations of their research, providing opportunities for students to interact with faculty in small groups.

6. Appointments/Reviews

A. Tenure and Promotion

Faculty appointments and promotions at SPPH are handled by the Appointments, Reappointments, Promotions, and Tenure (ARPT) Committee. The following website has a concise overview of the tenure and promotion process within the Faculty of Medicine. Of particular interest is the FoM Annotated CV link at the bottom of the page. This is one of the best single resources you will find when preparing your case for tenure and promotion.

<http://med.ubc.ca/faculty-staff/administrators-guide/faculty-appointments-promotion-and-tenure/>

This site features a PowerPoint presentation containing important information related to tenure and promotion.

<https://mednet.med.ubc.ca/HR/managingFaculty/PromotionAndTenure/Documents/FOM%20Preparing%20a%20CV%20and%20Teaching%20Dossier%20for%20Success%20June%202011%20FoM.pdf>

As part of the evaluation process, you will be asked to submit your CV for feedback from the ARPT Committee. After making appropriate revisions, you will submit your CV again, this time to be considered formally. This site provides a template for addendums.

<https://mednet.med.ubc.ca/HR/managingFaculty/PromotionAndTenure/Documents/Annotated%20CV%20September%2019%202012v.doc>

If you like big picture perspectives, this map is for you. It lays out every step in the tenure and promotion process, placing each along a timeline.

<https://mednet.med.ubc.ca/HR/managingFaculty/PromotionAndTenure/Documents/Summary-Map-Promotion-Tenure-Process.pdf>

B. Types of Appointments

Joint Appointment

A joint appointment is for a full-time faculty member who holds an academic appointment in more than one academic unit. The individual faculty member should have one department/school designated as primarily responsible for all aspects of the individual's appointment, promotion, tenure, and faculty development. Ordinarily this will be the Department that holds the majority of the budget supporting the individual's appointment.

Each academic unit involved will hold a certain percentage of the appointment. For example, the two academic units may share a 50:50 split or 60:40. This percentage normally applies to expectations for teaching and service of each respective academic unit. It is important to note that the academic percentage may not be reflected in the salary distribution. For example, one

academic unit may provide the entire salary but the academic split may be 80:20. A Faculty member with a joint appointment has full rights to vote in each of the academic units and faculties in which they hold an appointment.

Associate Member

An Associate Member is an unofficial position given to a faculty member when there is a need for members of one department/school to have a formal arrangement to participate in teaching and research activities in another department/school, but when a joint appointment is not necessary. The Associate Member appointment mirrors the primary appointment as it relates to rank. The home unit of the faculty member is responsible for the promotion process in the academic ranks. Associate Members are expected to teach (a full course or guest lecture), serve on a thesis committee, supervise practica and resident rotations, collaborate on research, and/or serve on standing committees.

Clinical Appointment

Clinical appointments are part-time appointments made in the case of those who have some special professional skill or learning of value to the university but who are primarily engaged in the practice of their professions outside the university. These positions are often non-salaried. Clinical faculty have responsibility for teaching activities and may also have responsibilities in research and administrative/service activities.

Adjunct Professor

Adjunct appointments are faculty appointments for a period normally not exceeding three years; however, they are renewable. Adjunct faculty appointments may be granted to individuals who have some special professional skill or learning of value to the university but who are primarily engaged in the practice of their professions outside UBC or any other academic institution. Appointment at the adjunct rank does not imply that the appointee has the qualifications necessary for appointment to one of the regular academic ranks. Adjunct faculty are expected to teach (guest lecture), supervise MPH practica on site, serve on thesis committees, collaborate on research, and/or serve on standing committees.

Affiliate Appointment

Affiliate appointments are granted to individuals who are full-time faculty members and who have a primary appointment at a partner university (UVic or UNBC) and who participate in the UBC medical program at that site. The UBC Affiliate Appointment mirrors the primary appointment as it relates to rank. The employment relationship is with the university providing the primary appointment. Affiliate faculty are expected to teach (a full course or guest lecture), supervise graduate students and residents, and/or collaborate on research.

7. Social Activities

SPPH has an Events Committee that organizes most events in and around the School. This Committee reports to the Recognition, Communication & Culture Committee (RCC). If you would like further information about the Events Committee, or would like to suggest an event, please contact one of the Co-Chairs (currently Katherine Came and Ashley Stein).

Some examples of SPPH social events:

- Fall Reception
- Staff and Faculty Summer BBQ
- Christmas Potluck

The SPPH website is updated with social events regularly – please see the Calendar section for current information.

8. Visitors to SPPH

Visiting Professors

Visiting Professors are those who hold continuing appointments or have emeritus status at other universities or institutions to which they expect to return. Visitors' appointments will normally be listed by the rank, which they hold in the home institutions, or by an appropriate equivalent rank, preceded by the word "visiting". These positions are normally held for a maximum of 2 years. Foreign visitors are required to obtain the necessary visas or permits in order to visit or be paid at UBC.

Visiting Scholars

Visiting Scholars are usually graduate students who require experience at another university prior to completion of their degree or other scholars who are coming to use our libraries and interact with our faculty for his or her own benefit. It is expected that such appointees will return to their home university or institution. These positions are normally held for a maximum of 2 years. In the case of citizens or permanent residents of Canada, these positions may be paid or unpaid. Foreign Visiting Scholar positions must be unpaid unless Citizenship and Immigration Canada (CIC) grants a work permit.

For information on the process of becoming a Visiting Scholar at SPPH, please contact Ashley Stein, Human Resources Coordinator (Ashley.stein@ubc.ca, 604-827-4524).