SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Postdoctoral Research Fellow	• 6-12 weeks on average
	• Other factors:
	  o Faculty posting: 5 weeks
	  o Work permit: 4-20+ weeks for new and renewing work permits
	  o Notice to current employer: 4 weeks
		1. Postdoc job description
		2. Appointment Info Form includes:
		  a. Funding Info (Worktag(s))
		  b. Confirmation of space
		  c. Term of appointment
		  d. Funding amount
		3. Fellowship documentation (if applicable)
		4. Resume
		5. Personal Data Form (if new to SPPH)
		6. Proof of PhD/MD
		7. Social Insurance Number (SIN) copy
		8. Work permit (if applicable)
			Amanda Versteeg

Postdoctoral Teaching Fellow	• 4-6 weeks
	• Preference is to receive these requests 8+ weeks prior to the start of term.
		1. Resume (if not a SPPH Postdoc)
		2. Course number & name
		3. Appointment Info Form includes:
		  a. Funding Info (Worktag(s))
		  b. Confirmation of space
		  c. Term of appointment
		  d. Funding amount
		4. Teaching Assistant Information (if available) (i.e. number of TA hours)
			Taryn Lowther

Research Associate	• 12 weeks on average
	• UBC posting required (4 weeks)
	• Outside advertising required
	• Other factors:
	  o Work permit: 4-20+ weeks for new and renewing work permits
	• Notice to current employer: 4 weeks
		• Research Associate job description
		• Appointment Info Form includes:
		  a) Funding Info (Worktag(s))
		  b) Confirmation of space
		  c) Term of appointment
		  d) Funding amount
		• Resume
		• Personal Data Form (if new to SPPH)
		• Proof of PhD
		• Social Insurance Number (SIN) copy
		• Work permit *if applicable*
			Amanda Versteeg

Last updated: January 2025

SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Staff:
Management &
Professional
(M&P)
	• 8-10 weeks
	• Classification process 1-2 weeks
	• Posting: 1 week (or more if preferred)
	   o Note: required for terms ≥ 1yr
	• Interviewing: 1-2 days
	   o Recommend: 3-days of notice to candidate
	   o SPPH core hire interviews conducted by Hiring Manager & HR Manager
	• References: 1-3 days
	• Notice to current employer: 2 - 4 weeks
		• Job description
		• Appointment Info Form includes:
		   o Funding Info (Worktag(s))
		   o Confirmation of space
		   o Term of appointment
		   o Funding amount
		• Resume
		• Personal Data Form (if new to SPPH)
		• Social Insurance Number (SIN) copy
		• Work permit *if applicable*
			Taryn Lowther

Staff:
Non-Union
Tech/Research Assistant
(NUT/RAT)
	• 8-10 weeks
	• Classification process 1-2 weeks
	• Posting: 1 week (or more if preferred)
	   o Note: required for terms ≥ 1yr
	• Interviewing: 1-2 days
	   o Recommend: 3-days of notice to candidate
	   o Interviews conducted by research hiring managers
	• References: 1-3 days
	• Notice to current employer: 2 - 4 weeks
		• Job description
		• Appointment Info Form includes:
		   o Funding Info (Worktag(s))
		   o Confirmation of space
		   o Term of appointment
		   o Funding amount
		• Resume
		• Personal Data Form (if new to SPPH)
		• Social Insurance Number (SIN) copy
		• Work permit *if applicable*
			Katherine Du

Last updated: January 2025

SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON
Staff: CUPE 2950	8-12+ weeks - Classification process 1-2 weeks - Posting: 1 week (or more if preferred) - Note: required for terms ≥ 3 months - Interviewing: 1-2 days - Recommend: 3-days' notice to candidate - SPPH core hire interviews conducted by Hiring Manager & HR Manager - CUPE candidates are prioritized, which can add significant delays to the hiring process. - References: 1-3 days - Notice to current employer: 2+ weeks	- Job description - Appointment Info Form includes: - Funding Info (Worktag(s)) - Confirmation of space - Term of appointment - Funding amount - Resume - Personal Data Form (if new to SPPH) - Social Insurance Number (SIN) copy - Work permit *if applicable*	Katherine Du
Student: **Graduate Academic Assistant (GAA/UAA): Performs work that is not academic in nature.**	2-4 weeks - Optional posting: 1 week+ - Recommend that hiring managers: - Interview - Reference (2+ supervisors)	- Student Job description - Appointment Info Form includes: - Funding Info (Worktag(s)) - Confirmation of space - Term of appointment - Funding amount - Resume - Personal Data Form (if new to SPPH) - Social Insurance Number (SIN) copy - Work/study permit *if applicable*	Katherine Du
Student: **Graduate Research Assistant (GRA): Conducts research this is an integral part of the student's graduate requirements.**	1-2 weeks - Posting: n/a	- Appointment Info Form includes: - Funding Info (Worktag(s)) - Confirmation of space - Term of appointment - Funding amount - Resume - Personal Data Form (if new to SPPH) - Social Insurance Number (SIN) copy - Work/study permit *if applicable*	Katherine Du

Last updated: January 2025

SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Student:
Teaching Assistants (TA's)
CUPE 2278
	• 8-12+ weeks
	• Posting: Anticipated TA positions must be posted before March 30 for the upcoming Academic Year. TA hours are initially assigned based on the previous year's enrollment (see SPPH TA Allocation Guidelines). If you require a TA for your course for the upcoming Academic Year, please contact Lucy Li by January 21st.
	   o If your course was not part of the TA posting in April and you require a TA for your course, please contact Lisa McCune, Senior Education Manager. All SPPH TA positions must be posted. If your course isn't eligible for an SPPH-funded TA as per the SPPH TA Allocation Guidelines or you feel you require additional TA support, please contact Lisa McCune. Faculty may choose to fund additional TA hours from their own sources.
	• CUPE 2278 Collective Agreement considerations:
	   o CUPE candidates are prioritized, which can add significant delays to the hiring process.
	   o Other sources of funds for candidate.
	   o Required qualifications & experience.
	   o Number of hours allocated per course must be determined.
	• Letter prepared in-house (2-5 days).
		• Appointment Info Form includes:
		   o Funding Info (Worktag(s))
		   o Confirmation of space
		   o Term of appointment
		   o Funding amount
		• Course name and number
		• Resume
		• Personal Data Form (if new to SPPH)
		• Social Insurance Number (SIN) copy
		• Work/study permit *if applicable*
			Lucy Li

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SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Student:
 Work Learn
	• 3 months+
	 • Work Learn application submitted/accepted by the hiring manager
	 • Recommend that hiring managers:
	   o Interview
	   o Reference (2+ previous supervisors)
	 • Welcome email prepared by SPPH HR (2-5 days)
		• Appointment Info Form includes:
		   o Funding Info (Worktag(s))
		   o Confirmation of space
		   o Term of appointment
		   o Funding amount
		 • Work Learn funding announcement email (email copy to spphr.assistant@ubc.ca)
		 • Resume
		 • Personal Data Form (if new to SPPH)
		 • Social Insurance Number (SIN) copy
		 • Work permit *if applicable*
			Katherine Du

Student: **Visiting International Research Student (VIRS)**	• 10+ weeks • SPPH Director's signature on form (3-5 days) • VIRS application form processing time (8 weeks+)	• Visiting Students submit applications go through UBC Go Global: https://goglobal.ubc.ca/go-global/coming-ubc/visiting-international-research-students	Sadia Rauf (to obtain the Director's signature on the VIRS application form)

Faculty:
 Term Teaching
	• 8-12 weeks
	 • Preference is to receive these requests 12+ weeks prior to the start of term.
	 • In the case that it is determined (by the SPPH HR team) that a Sessional Lecturer is the most appropriate appointment, the following is required:
	   o Permission from FoM: 3+ weeks
	   o Posting: 2 weeks
	 • If FoM or Faculty Relations consultation is required: 1-3 weeks
	 • Letter prepared in-house (3-5 days)
		1. Curriculum Vitae and/or professional resume
		 2. Personal Data Form
		 3. Course number & name
		 4. Location of course
		 5. Dates of teaching
		 6. Appointment Info Form includes:
		   a. Funding Info (Worktag(s))
		   b. Confirmation of space
		   c. Term of appointment
		   d. Funding amount
		 7. Teaching Assistant Information *if available* (i.e. number of TA hours requested)
			Taryn Lowther

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SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Visiting Faculty	• 4-6 months
	• Work permit: 3-6 months+
	• Director approval: 1-2
	• IRCC Offer of Employment & Offer Letter: 1-2 weeks
	• Minimum 6-months' notice for an International Visitor is recommended. If a work permit is delayed, an addendum to the invitation letter will be prepared.
		1. Information from the Faculty sponsor:
		  a) Written request to the School Director including:
		    ▪ Nature of the visit
		    ▪ Benefit to the School/Centre
		    ▪ Dates of the visit
		    ▪ Approval from Centre Director (if applicable)
		    ▪ Space request confirmation from Shermila Salgadoe
		    ▪ Resume of Visitor
		  b) Worktag for the IRCC Offer of Employment fee ($230) *if International and if deemed applicable*
		
		2. Information from the Visitor including: Purpose of visit:
		  a) details on the length of stay
		  b) research project details & significant role or significant expertise that visitor will be adding to the research project.
		  c) Letter from home institution confirming rank of current appointment and that they will be returning.
		  d) Work permit *if applicable*
			Amanda Versteeg

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SPPH HR CONTACTS

TYPE OF APPOINTMENT	Est. TIME TO PROCESS	DOCUMENTS REQUIRED	CONTACT PERSON

Contractor Payments	• Require approval by SPPH HR Managers one month in advance of the start of any work.
	• If the contractor is a current or recent worker (within the last 12 months) or other factors, a consultation with HR Central will be required – add 1+ week
		1. Contract outlining:
		  a. Who's performing the work,
		  b. scope of work,
		  c. timeline for the work,
		  d. location of where the work will be conducted,
		  e. value of the work
		2. HR FastTrack Form
			Amanda Versteeg or Taryn Lowther

*Should a hire require a reorganization, consultation with Central Human Resources or Faculty of Medicine, or position review, please add 4+ weeks.			
** Volumes may add on additional delays.			

Last updated: January 2025