

STEP-BY-STEP INSTRUCTIONS ON HOW TO HANDLE UNPAID VISITING FACULTY APPOINTMENTS

STEP	ACTION DESCRIPTION	DOCUMENTS REQUIRED	RESPONSIBLE PERSON(S)
1	A faculty member agrees to host or is considering inviting a visiting faculty member from outside of UBC.	N/A	Hosting faculty member
2	Seek approval from Head/Director (always remember to check with the unit's administrator re. space availability)	<ul style="list-style-type: none"> • a written request to the Head/Director (email is fine) • prospective visitor's CV • a completed <u>Visiting Faculty Application Form</u> • a written approval by Head/Director (signature on the application form) 	Hosting faculty member Head/Director
3 – a	<i>If the prospective visitor is a Canadian citizen or a Canadian permanent resident (PR):</i>		
	Enters the appointment information in the FTE spreadsheet, sends all of the documents in Step 2 to the Appointments Coordinator in the Dean's Office and requests offer letter.	All of the documents required in Step 2	Unit administrator (or Head/Director's assistant)
3 - b	<i>If the visitor is <u>NOT</u> a Canadian citizen or a Canadian PR:</i>		
	Obtains an Offer of Employment Form (OEF) reference number in the IRCC Portal; pays the Employer Compliance Fee and obtains a payment receipt. Enters the appointment information in the FTE spreadsheet, sends all of the documents in Step 2 to the Appointments Coordinator in the Dean's Office and requests offer letter.	<ul style="list-style-type: none"> • Account information for the Employer Compliance Fee (which is usually the responsibility of the hosting faculty) 	Unit administrator (or Head/Director's assistant)

4	Prepares the offer letter and sends it to the unit	<ul style="list-style-type: none"> All documents required in Step 2 The OEF reference number (if applicable) 	Appointments Coordinator
5 - a	<i>If the prospective visitor is a Canadian citizen or a Canadian PR:</i>		
	Sends the offer letter to the visiting faculty and obtains the signed offer letter.	<ul style="list-style-type: none"> Offer letter 	Unit administrator (or Head/Director's assistant)
5 - b	<i>If the prospective visitor is <u>NOT</u> a Canadian citizen or a Canadian PR:</i>		
	Sends the offer letter and the Employer Compliance Fee payment receipt to the visiting faculty and obtains the signed offer letter.	<ul style="list-style-type: none"> Employer Compliance Fee payment receipt 	Unit administrator (or Head/Director's assistant)
6 - a	<i>If the prospective visitor is a Canadian citizen or a Canadian permanent resident (PR):</i>		
	Initiates a "Hire" BP in Workday to process the <u>unpaid</u> visiting appointment 4 weeks before the visiting appointment start date.	<ul style="list-style-type: none"> prospective visitor's CV prospective visitor's DoB & SIN completed <u>Visiting Appointment Application Form</u> Head/Director's written approval Signed offer letter 	Unit administrator (or Head/Director's assistant)
6 - b	<i>If the prospective visitor is <u>NOT</u> a Canadian citizen or a Canadian permanent resident (PR):</i>		
	Requests a copy of the work permit upon the visitor's arrival at UBC (if applicable) Initiates a "Hire" BP in Workday to process the <u>unpaid</u> visiting appointment after the visitor has arrived at UBC.	<ul style="list-style-type: none"> prospective visitor's CV prospective visitor's DoB & SIN completed <u>Visiting Appointment Application Form</u> Head/Director's written approval Signed offer letter a copy of the ID page of the prospective visitor's 	Unit administrator (or Head/Director's assistant)

		passport • Work permit (if applicable)	
7	Approves "Hire" BP in Workday		Director, HR
8	Completes the onboarding steps in Workday		Unit administrator & Visiting faculty