

This Communication Bulletin includes:

1. Mail to Finance Department – new procedures
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## 1. Mail to Finance Department – new procedures

We recently had a problem regarding incoming mail to the Finance Department: some receipts along with a couple of Payment Requisitions were loosely put in an envelope and had ended up missing when they arrived at Finance. It is very important to us that all documents arrive safely, so in order to prevent situations like this from arising in the future, we kindly urge you follow these mail procedures:

- When sending several documents or any documents with attachments, please either **staple** them or attach them with a **fold-back clip**. Please do not use paperclips, as they are not that secure and papers will end up falling out or getting lost.
- When sending documents that belong to several different sections of Finance, please send them in **separate envelopes for each section**. For example, if you are sending Journal Vouchers, Staff Appointment Forms, and a Chartfield Request for RTA, please put the Journal Vouchers in an envelope addressed to Requisitions Processing; the Staff Appointment Forms in an envelope addressed to Payroll; and the Chartfield Request in an envelope addressed to RTA. If this seems as if you would be sending too many envelopes, then please place all of the separate envelopes that need to be sent out into one large envelope addressed to Financial Services. This way, we can avoid dealing with a bunch of loose papers that need to get separated.

We hope to reduce the number of problems and confusion with your help and cooperation regarding this matter. Thank you very much.

## 2. Research and Trust Accounting Workshop

The Research and Trust Accounting unit of Financial Services is presenting a workshop to our Staff & Faculty regarding research grant administration process and policies at UBC. Please circulate this invitation to your researchers and labs as appropriate.

The agenda will cover the following:

- [Research organization](#)
- n [Research process](#)
- n [Responsibilities](#)
- n [Sponsor compliance issues](#)
- n [Eligibility of Expenditures](#)
- n [Over-expenditure](#)

- n Researchers leaving UBC?
- n 2004 Tri –Council audit finding summary
- n Tools available
- n Tools in development
- n Questions

These workshops will be held during the following dates and locations:

**Tuesday, November 6, 2007**

Time: 10:00 - 12:00

Location: Gordon and Leslie Diamond Health Care Centre, Room 9299

Address: 2775 Laurel Street

**Thursday, November 8, 2007**

Time: 2:00 - 4:00 PM

Location: Michael Smith Labs, Room 101

Address: 2185 East Mall

Please RSVP to this e-mail specifying the location you wish to attend. Thank you.

Regards,  
Christine Veloso, *MBA, CMA*  
Controller  
Faculty of Medicine  
Woodward IRC Building  
317 - 2194 Health Sciences Mall  
Vancouver, BC, V6T 1Z3  
Tel: 604-822-7809  
Fax: 604-822-6061  
e-mail: [cveloso@medd.med.ubc.ca](mailto:cveloso@medd.med.ubc.ca)

**3. UBC International Website**

New International Website

A new website has been developed to provide a single point of access for information about international activities at UBC. The website will be the principal means for UBC executives, government officials, the press, and the public to gather information about internationally-focused academic programs and faculty research. It will thus be a key tool for fundraising and securing support for programs.

Although the website contains information about numerous UBC activities, it is far from comprehensive. In order to increase awareness and support for their international activities, faculty and staff can complete a short online submission form to promote their activities. Please visit the website at:

<http://www.ubc.ca/internationalization/>.

We look forward to receiving information on the activities currently underway in your faculty and department.

Sincerely,

Dr. Craig Evan Klafter  
Associate Vice-President International  
UBC, 156-6328 Memorial Road

Vancouver, BC V6T 1Z2  
Tel: 604-822-5607

#### **4. Invitation to a Tenure & Promotion Workshop for New Faculty Members**

Tenure and promotion are two critical issues facing new faculty members. To assist new faculty through this process, we invite you to meet and discuss with:

- *David Farrar*, Vice President Academic & Provost, who will talk about the standards and expectations of the University
- *George Mackie*, Deputy Provost & former Department Head of Biochemistry, who will talk about the role of Head in preparing faculty members for tenure & promotion reviews and CV preparation
- *Gary Poole*, Associate Professor in Health Care & Epidemiology & Director of the Centre on Teaching & Academic Growth, who will talk about teaching dossier preparation and teaching support

*Who should attend:* **All new faculty members**

*When:* **Friday, November 23<sup>rd</sup>, 2007 from 3:00 – 5:30 pm**

*Where:* **Board & Senate Room, Old Administration Building, 6328 Memorial Road**

**Snacks and refreshments will be provided**

Reading Materials (*copies will be available at the workshop*):

- [Articles 2-5 & 9 from the Agreement on Conditions of Appointment for Faculty](#)
- [The Professor Path: The Criteria](#) (PDF)
- [The Instructor Path: The Criteria](#) (PDF)
- [Summary of the Tenure & Promotion Process](#) (PDF)
- [Tenure and Promotion Schedules](#)

Please register by **November 15, 2007** by contacting Colette Hogg at [colette.hogg@ubc.ca](mailto:colette.hogg@ubc.ca) or 604-822-1897

While the focus is on providing information to new tenure track/grant tenure track faculty members, we welcome all new faculty members. Please note that a subsequent workshop will be offered in March for those faculty members who will be going through the tenure and/or promotion process in the next year.

#### **5. Addiction in Chronic Pain Conference – Call for Abstracts**

Fredericton, New Brunswick June 6-7, 2008

Keynote Speakers: Dr. Roman Jovey, Dr. Barbara Paterson, Dr. Kathryn MacCullam, Dr. Jose Ledezma, and Krista Wong

The focus of this conference will be addiction to prescribed opioids that has occurred in the course of managing chronic pain, particularly in regard to the impact of such addiction at the individual, family, and community level and the sociobehavioral factors that should be considered in the prevention and treatment of such addiction.

We encourage submissions involving a broad range of research approaches and topics, including but not restricted to:

- the experience of living with chronic pain and developing an addiction to prescribed opioids
- the challenges encountered in preventing, treating, or researching addiction to prescribed opioids that has occurred in the course of managing chronic pain
- the service needs of people with chronic pain and their significant others in regard to the prevention and treatment of addiction to prescribed opioids
- interventions that have demonstrated efficacy in the prevention and effective treatment of addiction to prescribed opioids that has occurred in the course of managing chronic pain
- the policy, economic, structural, geographical, and/or sociocultural barriers that constrain access to services that are needed to support people with chronic pain and their significant others in the prevention and effectively treatment of addiction to prescribed opioids
- comparative studies across settings and populations that are relevant to the topic of the conference
- the gaps and/or contradictions in the relevant body of knowledge

We welcome both novice and veteran scholars!

Please send your abstract to Joan Brewer at **[jbrewer1@unb.ca](mailto:jbrewer1@unb.ca)**

Please use the subject title "submit" in your reply and include the following information:

\*Title of the proposed paper

\*Name of author(s) and contact information