



Memorandum

Date	October 30, 2020
To	Department Heads, School Directors, Regional Associate Deans, Senior Administrators
From	Faculty Affairs
Subject	Changes to Clinical Faculty Application Process

BACKGROUND

The University of British Columbia (UBC) has embarked on the Integrated Renewal Program (IRP) to modernize our administrative infrastructure. Our student, HR and finance systems are 25+ years old, and they are no longer able to support our dynamic workplace. The Integrated Renewal Program unites the Student Academic Systems Initiative (SASI) and the HR/Finance Renewal Program. The HRMS (HR) and FMS (finance) core systems are being replaced with **Workday** which will go live on November 2, 2020.

IRP has identified numerous changes to businesses processes in preparation for implementation of Workday, including a significant change in the system that impacts our current practice for appointing clinical faculty in Faculty of Medicine.

CURRENT PRACTICE

When an individual is seeking a clinical faculty appointment or their appointment is in process, they can currently be scheduled for teaching, tracked in the Teaching Tracking and Payment System (TTPS), and be paid (if eligible) while their appointment application is under review by the department/school. This is possible because we are able to assign an early employee ID in current HR system and that employee ID is then entered in TTPS to track teaching and allow payment.

IMPACT AND CHANGE

In Workday, the ability to assign an early employee ID to a person whose appointment is still under review at the department/school level is not available. This means that an individual cannot be scheduled for teaching and start teaching until their clinical faculty appointment is approved at the department/school and Dean level and fully processed in Workday.

As a result, a streamline process where teaching need is immediate has been created to minimize the processing time for clinical faculty appointments and this was created with the intention to reduce the impact on our educational programs, departments/schools, and clinical faculty members.



CLINICAL FACULTY APPLICATION PROCESS

Effective immediately, there are two pathways for submitting a clinical faculty application and the pathway is determined based on teaching needs.

I: Streamlined Appointment Process when Teaching Need is Immediate

- All applications will be processed at the rank of **Clinical Instructor** with Department Head/School Director's approval.
- Appointments **will not** go through the unit's standing committee for review and vote.
- Appointments will be **one (1)** year in length.
- Application package to the department/School includes:
 - Application for Clinical Faculty Appointment (*updated version dated Oct 2020*)
 - Confirmation from the program where the candidate will be teaching (i.e.: RAD, program director, medical director, etc) that includes what the candidate will be scheduled for and why teaching need is immediate.
 - Clinical Faculty Payment Instructions (if applicable)
 - Electronic Fund Transfer Form is strongly encouraged (if applicable)
- Expected timeframe for appointment to be reviewed and processed in Workday is around 1~2 weeks with a fully completed application package.
- Promotion to a higher rank, can happen at any time and will go through the department/school's normal process for promotion reviews.

II: Appointment Process for Applications under Normal Circumstances (no need for the individual to start teaching immediately)

- New appointments will normally be at the rank of **Clinical Instructor** (3~5 years in length), unless there is previous teaching experience or specialized clinical qualifications.
- Applications and required documentation will be reviewed following the department/school's current process.

OTHER RELEVANT INFORMATION ON CLINICAL FACULTY APPOINTMENTS

Appointment Process for Locums

Locums are required to have a clinical faculty appointment if they are involved in teaching. Locums can be appointed/reappointed for shorter periods (minimum one (1) year) to allow for more frequent review on the continued need for a clinical faculty appointment. Appointment process will follow one of the above two pathways: teaching need is immediate or under normal circumstances.

Process for Reappointments and Promotions

The process for reappointments and promotions remain as is and will continue to follow the department/school's current process.



OTHER RELEVANT CHANGES DUE LAUNCH OF WORKDAY

Changes to Current Documentation

The Clinical Faculty Application Form has been updated to be more inclusive for clinical faculty who will be teaching in the health professions and the MD program. Also, moving forward, SIN and birth date are required fields in Workday so they must be provided by the applicant despite them not being a UBC employee. Please ensure you take necessary steps to protect the personal information that are in the application form by following best practices listed at <https://privacymatters.ubc.ca/personal-information>. Lastly, electronic fund transfer set up will be strongly recommended if the individual is eligible for payments

Annual Honorary Reappointment Process:

For the Annual Honorary Reappointment process that normally happens at the end of March, we have confirmation that the batch process will continue to be provided to all Faculties each year to process all unpaid honorary appointments (i.e. all unpaid clinical, honorary, adjunct, and affiliate faculty members) within your Department or School whose appointments are ending June 30th each year. Instructions on how this batch process will work in Workday will be communicated at a later time in 2021.

Attachment: *Updated Clinical Faculty Application Form October 2020*