



THE UNIVERSITY
OF BRITISH COLUMBIA

The University of British Columbia
Department of Philosophy
Buchanan E370 - 1866 Main Mall
Vancouver, BC Canada V6T 1Z1

Phone 604 827 0027
www.philosophy.ubc.ca

March 14, 2018

Dr. Stefan Lukits
UBC Department of Philosophy
1866 Main Mall, BUCH E 370
Vancouver, BC V6T 1Z1

Dear Dr. Lukits:

I am pleased to extend the following offer to you:

Rank: Sessional Lecturer

Department: of Philosophy at the Vancouver Campus.

Term appointment Start Date: May 1, 2018

Term appointment End Date: June 30, 2018

Salary: \$6,780.00 for the period plus 4% vacation pay for the period, which is paid semi-monthly. For salary purposes, you have been placed at **Step 1** on the minimum sessional scale.

Appointment

Your assigned duties are the teaching of **Philosophy and Literature PHIL 375 001 (3 credits)**. A full-time load in the **Department of Philosophy** is **9 credits** per term. Your appointment, therefore, is **33%** of a full-time workload. Your total cumulative FTE at UBC as of the beginning of this appointment is **6.65**.

The term of the appointment includes all end-of-course work, including any deferred or supplemental examinations that might be required or re-reads that students are entitled to receive. If any work is required and approved by your Head after the end of your appointment, you will be remunerated. If your final examination is scheduled within three days of the end of your appointment, you will receive an additional \$250 for marking. You are expected to meet all grade submission deadlines.

This appointment is subject to the approval of the Board of Governors. The terms and conditions are as follows:

Responsibilities

All duties and responsibilities shall be carried out under the direction of your Head and are subject to evaluation by your Head.

Your duties will include:

- **Teaching:** Teaching responsibilities for the Department may change over time, and will be assigned by your Head as determined by the needs of the Department.

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to become familiar with the UBC Respectful Environment Statement for Students, Faculty and Staff.¹ The statement reflects our core values of mutual respect and equity, and promotes a safe, caring, and respectful campus community. UBC holds all staff, faculty and students accountable for carrying out their duties and responsibilities in accordance with this Statement.

Compensation and Benefits

Salary:

For more information about the sessional scale, please visit hr.ubc.ca/faculty-relations/compensation/salaries. In the event your assigned course is discontinued or cancelled, you will receive at least one month's notice or the sum of \$300. Your salary will be increased, as are the salaries for all Sessional Lecturers, in accordance with the *Collective Agreement* with the UBC Faculty Association.

Benefits:

If you have been enrolled in benefits and pension in your previous appointment, you may be eligible to maintain those benefits and pension during the summer. If you are eligible to maintain, you will be contacted by the Leave of Absence Desk in Financial Services. If you are not eligible to or choose not to maintain benefits and pension during the summer, you will be eligible to enroll in a modified benefits package. Please visit hr.ubc.ca/benefits/enrolling/ to enroll. You will need your enrollment code [FEP005] which will automatically select the forms and enrollment checklist required for you to complete your paperwork in a secure, confidential, online environment. Upon completion, please print, sign and submit these forms to Payroll in Payment & Procurement Services.

Please visit the Faculty Relations' website for more information about benefits eligibility: hr.ubc.ca/files/faculty-relations/pdf_files/sessionalbeninfo.pdf.

Professional Development Fund:

The Professional Development Reimbursement (PDR) fund is a University program intended to provide financial assistance for professional development expenses. For more information about eligibility and entitlement for PDR funds, please see the PDR webpage².

Orientation

As an ongoing UBC community member, we encourage you to continue to explore our Virtual Welcome and Resource Centre³, under the "Faculty Member" menu. Please continue to also access

¹ <http://www.hr.ubc.ca/respectful-environment/>

² hr.ubc.ca/faculty-relations/compensation/professional-development-reimbursement-fund/sessional-lecturers-wo-continuing-status/

³ hr.ubc.ca/vwc/index.php

the Faculty and Staff Self-Service web portal⁴ to update important contact and emergency information and to view your personal and payroll information.

Full Agreement

This letter constitutes the full terms of our employment offer and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, you will continue to be a member of the faculty bargaining unit and your employment will continue to be governed by the *Collective Agreement* with the Faculty Association⁵, UBC procedures and UBC policies⁶, noting in particular Policy #42 on Faculty Term Appointments Without Review, Policy #97 on Conflict of Interest and Conflict of Commitment. The Agreement, procedures and policies may be amended from time to time and such amendments are binding upon you.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than **March 28, 2018** to Erika Yep, Department Administrator, Philosophy (phil.adm@ubc.ca). Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

We are pleased at the prospect of you staying with the Department.

Sincerely,



Paul Bartha, Professor and Head
UBC Department of Philosophy

I have read and understand the terms of appointment set out in this letter and I accept the above offer of employment with the University of British Columbia.

Stefan Lukits

Date of Acceptance

⁴ To access the self-service portal with your CWL, visit my.ubc.ca.

⁵ hr.ubc.ca/faculty-relations/collective-agreements/

⁶ universitycounsel.ubc.ca/policies/