



THE UNIVERSITY OF BRITISH COLUMBIA

School of Human Kinetics

A Guidebook for Prospective Faculty

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CONTENTS

INTRODUCTION

VANCOUVER LIVING / ARRIVAL AND LIVING IN VANCOUVER

THE UNIVERSITY AND THE FACULTY

RECRUITMENT PROCESS

RESPONSIBILITIES

APPOINTMENT, REAPPOINTMENT PROMOTION AND TENURE

FACULTY ASSOCIATION

PROFESSIONAL DEVELOPMENT

LIBRARIES

STUDY LEAVES

COMPENSATION AND BENEFITS

FURTHER INFORMATION

INTRODUCTION

The University of British Columbia hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply.

To assist you in researching career opportunities with the School, we offer the following information.

Applications are welcome for as long as the job descriptions remain posted.

The following information is intended to provide a general overview of the employment environment at UBC. The information provided has been extracted from a number of University sources (e.g. the UBC Policy Handbook, the Agreement on Terms of Appointment for Faculty Members, etc.). While we believe our interpretation and summary of the relevant information is correct, in the case of disagreement of interpretation, the official documentation will be held to be final.

VANCOUVER LIVING / ARRIVAL AND LIVING IN VANCOUVER

In Vancouver, we enjoy one of the highest qualities of life worldwide. British Columbia is known as "[Beautiful British Columbia](#)" for its spectacular natural scenery and a distinct lifestyle focussed on outdoor pursuits such as hiking, camping, skiing, sailing and golfing. Physically, British Columbia is Canada's third largest and westernmost province, located on the Pacific Coast. Increasingly, BC is gaining recognition for its cultural activities including a variety of year-round festivals.

As Canada's third largest city, [Greater Vancouver's](#) population is approximately two million. It is a modern Pacific Rim city with the best in international music, theatre and dance, set against the backdrop of a spectacular natural environment that includes snow-capped mountains, dense rain forests, the Fraser River, and the Strait of Georgia. It is one of few urban centres where residents can sail, golf and ski year-round — and sometimes all within the same week!

Locals take pride in Vancouver's cultural activities, with the city playing host to events such as the International Jazz Festival, the Vancouver Folk Music Festival, and the Vancouver International Film and Writers Festivals. Vancouver also has a vibrant business and financial environment covering a wide range of economic sectors, including major resource industries and a rapidly expanding high tech industry.

However, Vancouver's popularity is based on more than "home-town" pride. Over the last few years, Vancouver has consistently ranked at or near top spot as one of the best cities in the world to live. Such rankings include those reported by *The Economist*, *Maclean's*, *Atlantic Monthly* and *Conde Nast Traveler*. The latter describes the city as "safe, clean, friendly, scenic and international."

Vancouver tied for top spot of cities worldwide for quality of life, in a January 2000 assessment of cities worldwide carried out by human resources consultancy firm William M. Mercer. This assessment was based on quality of life factors such as political stability, personal safety, health care, crime levels, water quality, transportation, traffic congestion, education, and the availability of public services.

Living in Vancouver

Once you have accepted your appointment, you may face the challenge of relocating to Vancouver and the UBC community. UBC offers a variety of services to ease this transition, particularly with respect to moving expenses and housing. As well, once you settle here, there are a number of services relating to your living environment.

Moving Expenses

The University will cover moving costs up to a specified maximum based on distance; your Department may be able to cover any portion not covered centrally. Some of the costs covered include removal of household effects, and travel expenses for you and your immediate family members, either by economy air, or by automobile.

For more information visit the [UBC policy web-site](#) or [UBC Supply Management](#).

Housing

Many new faculty members find it convenient to rent and live close to the campus for the first few months of their appointment. Fortunately, you will discover a variety of accommodations on and near the campus, including apartments, townhouses, condominiums and houses.

The nearby community is home to many amenities including grocery stores, restaurants, professional services, schools, child care, parks and recreational facilities (ice rinks, pools, etc.).

Short-term accommodation

The University has several on-campus apartment buildings which are available for short- to medium-term rentals (up to three years) at subsidized rental rates. For more information on short-term accommodation, visit [UBC Housing and Conferences](#).

Long-term housing

Faculty members interested in longer-term rental housing have access to new, upscale, rental townhouses on the campus. These units are available on an indefinite lease basis.

In addition to exploring on-campus housing, you may wish to consult some [web-based resources](#) to assist you in your search for rental or purchase of more permanent off-campus accommodation.

Faculty housing assistance plan

UBC's [Faculty Housing Assistance Plan](#) exists to aid faculty members in the purchase of their first principal residence in Greater Vancouver. The program enables those eligible to secure either a lump sum payment of \$10,000 (taxable), or an interest-free loan of \$25,000 (taxable, unless certain conditions apply), to assist with the expense of buying a home.

Spousal Employment

If appropriate, we will endeavour to provide you with advice or assist you with regard to securing employment for your spouse. Please contact your Head if this is an issue for you.

Child Care

[UBC Child Care Services](#) provides exemplary child care through 12 centres designed for the children of students, faculty and staff at UBC. The 12 centres include one infant centre, one combined infant and toddler centre, three toddler centres (18-36 months), five centres for pre-school children (3-5 years) and two after-school care centres.

In total, the centres provide some 250 places, but due to the extraordinarily high quality of care, waiting lists tend to be long. We suggest you inquire early about available space.

Public Schools

The UBC campus is a short distance from several high quality public and private schools for both elementary and secondary school students. The public elementary schools include University Hill, Queen Mary, and Queen Elizabeth, and the public secondary schools include University Hill, Lord Byng and Kitsilano.

In general, the schools located within the Point Grey community surrounding the UBC campus are well respected for their academic, arts and athletic programs. A wide range of high quality public and private schools are also available across Greater Vancouver, including many suburb communities.

More information on schools and school districts in and around Vancouver can be found at the following links:

[BCcampus](#)

This central Website lists many college and university courses, offered for credit by B.C. public post-secondary institutions, which may be taken over the Internet or by distance education instead of by attending classes. Most of these courses have specific start dates.

[B.C. Ministry of Education](#)

The links for Parents, Students, Education Professionals, and (at bottom of page) Related Links point to the most requested K-12 information.

[B.C. School Districts and School Websites](#)

From this clickable map and list of School Districts, find the link for your school of interest.

[B.C. Schools Directory](#)

From this page you can download a searchable and printable mailing list (Windows or Macintosh) of all B.C. public and private schools and districts.

[Open School BC](#)

The parent organization of CLN. Go here to order the B.C. K-12 curriculum in distance learning or computer-based formats.

[Public Post-Secondary Institutions in B.C.](#)

Provides links to individual college and institution Websites. For a searchable database of all programs of study beyond high school, compiled from all 27 institutions' course calendars, go to [Opening Doors](#).

[Private Post-Secondary Institutions in B.C.](#)

The Private Post-Secondary Education Commission of B.C. maintains a database of privately funded higher-learning institutions in the province.

Recreation

[UBC Athletics and Recreation](#) offers a number of opportunities for participation in athletic and recreational activities. Our state-of-the-art recreational facilities include two weight rooms, a hockey arena, indoor tennis courts, and a competition-size aquatic centre. The largest on-campus fitness facility, the UBC Bird Coop, is known nationally for its fun fitness alternatives, and its impressive mix of top of the line equipment, programs and services.

As well, there are a wide range of recreational opportunities off campus, associated for example with many community centres, and golf, fitness, tennis, sailing, hiking and other clubs.

THE UNIVERSITY AND THE FACULTY

The University of British Columbia

The [University of British Columbia](#) is one of Canada's largest universities and the oldest in British Columbia. Incorporated in 1908, its first students were admitted in 1915, and it moved to its present Point Grey location on the west side of Vancouver in 1925.

The University undertakes teaching, research and public service over a wide range of academic and professional disciplines, through 12 faculties:

- Agricultural Sciences
- Applied Science
- Arts
- Commerce and Business Administration
- Dentistry, Education, Forestry
- Graduate Studies
- Law
- Pharmaceutical Sciences
- Medicine
- Science

The Faculties administer over 100 departments, schools, research institutes and centres. UBC has approximately 25,000 undergraduate students and 7,000 graduate students, and employs more than 2,000 faculty and 3,500 support staff. Faculty members attract more than \$120 million in research grants and contracts annually.

UBC has an undisputed reputation as one of the leading universities in Canada. Last year, in its annual report on universities, Maclean's ranked UBC as tied second overall in the Medical / Doctoral category (which are Canadian universities with a broad range of PhD programs and medical schools). The rankings are based on factors relating to the student body, class sizes, the quality of the faculty members, financial status, the library, and a reputational survey.

In addition to being a centre for academic and research excellence, the University of British Columbia boasts a picturesque physical setting, complete with trails for hiking and biking, as well as state-of-the-art recreational facilities. The University's arts and cultural facilities are equally impressive, with events and exhibits being held year-round in the Chan Centre for Performing Arts, the world-famous Museum of Anthropology, the Nitobe Memorial Garden and the Belkin Art Gallery

A faculty perspective of [The Faculty of Education](#)

RECRUITMENT PROCESS

A new faculty position is usually proposed first by a department. Once the position has been approved by the Dean and the Provost, a search committee of four to five people within the department is established. The committee solicits and receives nominations and applications, reviews dossiers, develops a short-list of candidates, seeks references on them, and arranges for them to visit the department to be interviewed, meet members of the department, and tour facilities.

Following this process, the Head may approach you with a tentative offer of appointment, subject to formal approvals. You can expect a delay of several weeks between your acceptance of this tentative offer and approvals by the Dean and the Provost.

(For appointments at the rank of Associate Professor or Professor, this process may take slightly longer since the case also needs to be considered by the University's Senior Appointments Committee.) You are welcome to contact the Head at any point during the application process.

RESPONSIBILITIES

Your appointment as a faculty member at UBC generally entails responsibilities which fall under three areas:

Teaching

Teaching loads are set by the Head in consultation with members of the department. Depending on your specific appointment and the department, you can expect to teach one or two undergraduate courses per year and one or two graduate courses per year.

In cases where faculty members hold joint appointments — that is, an appointment split between two departments — teaching loads usually reflect the breakdown of the appointment.

Scholarly Activity

Scholarly activity is left to the individual faculty member to pursue, but should be carried out with the criteria for (see Career Advancement) in mind. Scholarly activity is defined reasonably broadly, reflecting the professional nature of our faculty.

Apart from more traditional research, this activity may include contributions to architectural or engineering design, and distinguished performance in professional or clinical practice.

Overall, scholarly activity in the Faculty is given high priority. We have excellent facilities for both individual and collaborative work.

Service

In addition to teaching and research, most faculty members are involved in some form of university or professional service. Service responsibilities may include activity at the Department, Faculty, University or professional levels, although Faculty-level and University-level service is not usually requested of new faculty members. Activities may include participation on committees or leading Faculty-wide initiatives.

During the first year or two of a faculty appointment, at the discretion of the Head, teaching and service loads may be relatively light in order to allow you to establish your research program and develop your initial courses.

In order to help you carry out these varied activities, the Faculty is pleased to offer a variety of support services. Within your department, you will likely have access to administrative and secretarial services, IT services, and, within engineering, technical support in our teaching and research laboratories.

CAREER ADVANCEMENT

Appointment, Reappointment, Promotion and Tenure

An initial appointment at the rank of Assistant Professor is for a three-year term, followed by reappointment for a second three-year term, and then a further reappointment for a two-year term. (For the purpose of calculating years of service with respect to reappointments, promotion and tenure, all appointments are deemed to have commenced on July 1 of the calendar year in which the actual appointment began.)

Promotion to Associate Professor may be considered at any time (consideration in the fifth year after appointment is the most common), and, if awarded, is accompanied by tenure. In any event, tenure is considered no later than during the seventh year of appointment.

Individuals with appropriate levels of academic or industry experience may be appointed at the rank of Associate Professor or Professor.

Candidates for reappointment, tenure or promotion are judged principally on performance with respect to teaching, scholarly activity, and service. The process for securing tenure and promotion is comprehensive and outlined fully in the [Agreement on Conditions of Appointment for Faculty](#). Typically, it involves individual meetings with your Head, preparation of your curriculum vitae and a teaching dossier, and nomination of referees. Following this, the Heads seek letters from a set of external referees, and your case is then considered in turn by a department committee, the Head, a Faculty committee, the Dean, the Senior Appointments Committee, and the President.

Faculty members have access to a number of resources available to guide them in gaining reappointment, tenure, and promotion. The most important of these is your Head, who is available to help you prepare your case and provide counsel. Also, the Faculty's environment fosters collaboration between junior and senior colleagues in each department, many of whom will be eager to assist you and provide mentorship in connection with tenure and promotion. Additional support is available from the Faculty Association.

The Faculty Association

The [Faculty Association](#) represents faculty, lecturers, librarians, and program directors. The Association undertakes collective bargaining on salaries and economic benefits on behalf of its members, and represents members in grievances and arbitration.

The Association also participates in a number of joint committees with the UBC administration, and is active in provincial and national faculty associations. Membership in the Faculty Association is automatic with acceptance of your appointment.

PROFESSIONAL DEVELOPMENT

The University and the Faculty place high value on professional development and personal growth. In order to encourage these activities, the University offers faculty members a variety of services and support arrangements:

Start-up Support

At the time we offer you an appointment, we will endeavour to commit to a modest start-up funding package to cover the initial cost of research-related equipment and associated expenses.

The amount varies depending on your discipline and the arrangements in place at the time, but your Head will be able to discuss this with you in greater detail. Associated with this, new faculty members may be in a position to apply for more significant start-up funds through the New Opportunities Program of the Canada Foundation for Innovation.

Graduate Student Support

Faculty members are frequently aided in their research through collaboration with the graduate students that they supervise. At UBC, the [Faculty of Graduate Studies](#) deals with certain administrative aspects of the associated graduate programs.

Financial support for graduate students is available most commonly through research grants secured by a faculty member, Teaching Assistantships, University Graduate Fellowships, granting council (NSERC, MRC, SSHRC) scholarships, and other support through granting agencies or industry collaborators. Under recently announced guidelines, students who hold an NSERC scholarship may be eligible for supplementary financial support through a Scholarship Supplement Program.

Finally, we are able to attract the best international students, in part on account of UBC's comparatively low tuition fees for foreign graduate students and the associated International Partial Tuition Scholarship.

University-Industry Liaison Office (UILO)

UBC's [University-Industry Liaison Office](#) (UILO) provides an avenue for achieving the full potential of the technology transfer and commercialization activities of our faculty members. Thus the UILO will be helpful with respect to disclosures, patents, licenses and establishing agreements on royalties.

The UILO's responsibility is to evaluate, protect, market and license those inventions and technologies that are likely to be viable and successful in the marketplace. The support activities of the UILO include:

- assessment of technology and invention disclosures for feasibility and commercial potential
- a Prototype Development Program, which produces proof-of-concept and working models of promising technologies
- intellectual property protection, through a patent, copyright and trademark registration program technology commercialization, whereby the UILO markets a portfolio of technologies ready for licensing, collaborative research and joint development
- development of spin-off company opportunities.

Overall, technology transfer activity has helped the University hold to its goal of sharing the benefits and value of research with the wider community, while at the same time bringing tangible returns in the form of royalties, equity and contract revenue that can be used to fund further research.

Centre for Teaching and Academic Growth (TAG) [Centre for Teaching and Academic Growth](#)

The Centre for Teaching and Academic Growth (TAG) offers a wide range of programs, services and resources on teaching and learning, which may be useful in furthering your personal and/or professional development. Some of the most popular TAG services include support for new faculty, instructional skills workshops, and seminars for the teaching community:

Support for new faculty

TAG organizes annual events and activities for new faculty to meet colleagues and discuss topics of special concern.

Walking-tour orientations in August and February, one-on-one mentoring, start-of-term coffee welcomes, and special e-mail announcements are just a few of the activities TAG coordinates to introduce new faculty to the people, places and material necessary for success at UBC.

Instructional skills workshops

TAG offers three-day workshops led by trained facilitators. In a supportive, peer-based atmosphere, faculty members practice teaching short lessons and receive constructive feedback. The group discusses new approaches and techniques to sharpen existing teaching skills. A special workshop in August focuses specifically on new faculty members.

Seminars for the teaching community

TAG offers ongoing seminars from September through April, which address a variety of teaching and learning themes such as teaching larger classes, evaluation and assessment, motivating students, and incorporating research into teaching.

Libraries

The [UBC Library](#), the third largest research library in Canada, is a system of 10 libraries on campus and three off-campus, each specializing in a particular group of subjects. Together the libraries house over 3.7 million books and journals, 4.7 million microforms, and more than 1.5 million other items such as maps, sound recordings, videos, manuscripts, and documents. The Library also serves as a depository for publications of the governments of British Columbia and Canada, and for the United Nations, and its collections of rare and unique books and archival materials support researchers from around the world.

In addition to these general collections, the Library maintains specific collections for science and engineering, nursing, and architecture. In each case, the collections are extensive, including information organized by journal databases, reference tools, electronic journals, conference papers, societies and associations, listservs and newsgroups, and web sites.

Knowledgeable library staff provide a variety of instructional classes to help students and faculty members improve their research and information technology skills, allowing you to make the most of available resources. Class topics range from the essentials of searching the UBC Library website to subject-specific research at advanced levels.

Study Leave

After the completion of four or more years of full-time service at UBC since appointment or previous study leave, a faculty member may be granted a [study leave](#) for the purpose of pursuing study or research of benefit to the member and the University. When on study leave, faculty members have access to university resources to support their work.

Professional Development Reimbursement

The University offers a professional development reimbursement in order to assist faculty members in meeting professional development expenses that relate to activities enhancing their performance, ability, or effectiveness in their work at the University.

The annual entitlement is \$500 for most faculty members. The unused balance may be accumulated for up to three academic years, and members are entitled to "borrow" against up to five years of future allocations. Some of the expenses that may be covered include travel, books, and home computer equipment used for professional activities.

For the most up to date and complete information on Professional Development Reimbursement guidelines, visit: http://www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html

COMPENSATION AND BENEFITS

UBC offers competitive salaries and a competitive benefits program, which includes options for extended health, dental, life insurance, tuition credits, and a pension plan. Details of all benefits may be obtained through the Human Resources Department or your Head. General information is available at: http://www.hr.ubc.ca/faculty_relations/compensation/

Compensation

Your starting salary will be established at the time of initial appointment and is set largely on the basis of the salary profile within your Department. (Unlike some universities, notably in the United States, salaries cover a full 12-month period, and there is no expectation to secure external funding to cover your salary for part of each year.)

Salary increases and other benefits are negotiated periodically by the Faculty Association. Increases may include up to four components:

- a general increase provided to all continuing members
- a Career Progress Increment, which is awarded to eligible members according to agreed guidelines on the basis of years in each rank.
- a Merit Increase, for which criteria are the same as for promotion and tenure, based on a recommendation by the Head, in consultation with a department committee
- a Performance Salary Adjustment (PSA), which is a provision for redressing anomalies and inequities.

Additional Income

You are entitled to earn additional professional income in various ways, and subject to various guidelines. These include:

- income from consulting activity, generally limited to 52 days per year
- stipends associated with research contracts that you secure
- income through technology transfer activity associated with intellectual property, most often through licenses, royalties and the creation of spin-off companies
- income through additional contributions considered to be beyond your normal University load (e.g. participation in a continuing education course).

Such activity is governed in part by University policies on [conflict of interest](#) and on [patents and licensing](#).

Health Benefits

Health benefits available to faculty members include:

Medical Services Plan of British Columbia

The Medical Services Plan (MSP) is a publicly funded provincial program that pays for medical and health care services on behalf of the residents of British Columbia. This includes all medically required services of general practitioners and specialists; laboratory services and diagnostic procedures, including x-rays and ultrasound examinations; and dental and oral surgery when performed in hospital.

As of 2004, faculty members pay 100% of the MSP premiums, with monthly premiums deducted directly from your pay cheque. If you are new to BC, you will not be eligible for the Plan until you have resided in the Province for three months, with coverage starting on the first day of the fourth month following your arrival in BC.

First-time Residents to British Columbia

It is important to note that, as of 2004, private health insurance for the first three months should be purchased for those moving to British Columbia for the first time, who are not eligible for medical coverage through the MSP because of the three-month residency requirement, or who are not eligible for coverage from another province. ***Please confirm this with UBC Human Resources before purchasing temporary private health insurance.***

For the most up to date and complete information on your MSP benefits through UBC, visit: http://www.hr.ubc.ca/benefits/employment_group/faculty/msp.html

For general information on the Medical Services Plan, visit: <http://www.healthservices.gov.bc.ca/msp/>

Extended health benefits

For the most up to date and complete information on your extended health benefits, visit: http://www.hr.ubc.ca/benefits/employment_group/faculty/extended_health.html

Dental plan

As of 2004, the Dental Plan covers 100% of the cost of basic dental care, 70% of the cost of major restoration procedures, and 65% of the cost of orthodontic care for dependent children to a maximum of \$3,000 per dependent child or adult. UBC pays 100% of the premium for this plan.

For the most up to date and complete information on your dental plan, visit: http://www.hr.ubc.ca/benefits/employment_group/faculty/dental.html

Faculty Pension Plan

The [Faculty Pension Plan](#) is a "money purchase" or defined contribution type of plan with contributions made by you and UBC. Member contributions are approximately five percent of salary and University contributions are twice that or approximately 10% of salary. Currently, members may choose from four investment funds (Balanced, Equity, Bond and Short Term Investment Funds).

Upon retirement or resignation from the University, the full value of the Plan account is available for your benefit. Depending on length of plan membership, various options are available including transfer to another pension plan or to an RRSP, purchase of a LIF or RRIF, purchase of an external life annuity, cash withdrawal, or purchase of a variable UBC annuity.

Participation in the UBC Pension Plan is mandatory for full-time faculty members.

Insurance Plans

Several insurance plans are available to faculty members. More detailed summaries of these are available from the [Faculty Association](#) and [UBC Financial Services](#).

Basic life insurance

This benefit provides insurance with value ranging from four times the faculty member's annual salary for those who 34 and under, to two times the annual salary for those who are 46 or older

— but with an overall limit of \$300,000. It is mandatory for those with full-time, tenure-track appointments of one year or more, and optional for other appointments meeting the eligibility requirements. UBC pays the premium for this benefit.

Optional life insurance

In addition to basic life insurance, optional life insurance is available for faculty members and their spouse/partner. A faculty member must be enrolled in Basic Group Life Insurance to be eligible.

Income replacement plan

The income replacement plan, which is mandatory on the first of the month following twelve (12) months employment, is intended to provide income to those unable to perform their own or a similar occupation due to illness or injury. Faculty members pay the premium for this benefit, which provides a percentage of monthly salary after a qualifying period of six months. A faculty member must meet the eligibility requirements for coverage.

For the initial six-month period, a faculty member may be on sick leave with full salary, with [appropriate University approvals](#).

Accidental death and dismemberment insurance

Accidental death and dismemberment insurance is available to faculty members and/or their spouses/partners. A faculty member must be enrolled in the Basic Group Life plan and Optional Life Insurance Plan to be eligible. Further information on this benefit is available through UBC Human Resources.

Pension plan

Your pension plan also serves as a life insurance aspect, in that, if you should die prior to your retirement date, your designated beneficiary or beneficiaries will receive the total value of your Plan account. Benefits payable to individuals other than a spouse, dependent child or grandchild must be paid as a lump sum and are subject to taxation.

Other Benefits

Employee and family assistance plan

This is a self-referred, confidential counseling advisory and information service for faculty and staff and their families. Enrollment is mandatory for all faculty members who meet the eligibility requirements. UBC and the employee each pay part of the premium, and the employee's cost is minimal — currently about \$14 per year.

Maternity/adoption leave

Faculty members are entitled to [leave of absence](#) upon the birth or adoption of a child, and both mothers and fathers may be eligible for certain types of benefits during the leave period. The federal government provides basic benefits, with supplemental benefits provided by UBC.

Tuition waiver

Tuition fee waivers for UBC credit courses only are available for Faculty Association members and dependent children of Faculty Association members. Members may register for up to 12 credits per year of graduate or undergraduate courses (some conditions apply). Dependent children of faculty members are eligible for tuition waivers for 120 credits (per child) of course work in an undergraduate degree program (some conditions apply).

Applications should be completed in advance for each term. Please note that tuition fee waivers are a taxable benefit and are not transferable to your spouse/partner.

Additional Services

Faculty members also are eligible for other services such as Group RRSP, Group Life Insurance, Property and Accident Insurance. More information is available from the [Faculty Association](#).

FURTHER INFORMATION

Overall, the School of Human Kinetics has a strong collegial environment, with faculty and staff interacting closely both professionally and socially. We expect you to find that UBC and Greater Vancouver will provide a stimulating, enjoyable environment in which to raise families, enjoy a high quality of life, while pursuing a successful professional career.

If you wish to obtain further information on any aspect of academic appointments at UBC, please feel free to contact:

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