

# M365 Licensing Definitions

## M365 Licensing Details

<b>Why Change?</b>	To support UBC's strategic goals, improve security and compliance, enhance scalability, and meet fiscal responsibilities, UBC is optimizing licensing costs while enhancing accessibility and collaboration through web-based tools.
<b>What's Changing?</b>	Some groups will move from the desktop (A3) version of M365 to the online (A1) version, enabling access to M365 apps online and via mobile. Exceptions to this may incur faculty/department costs.
<b>Who's Impacted?</b>	Non-Salaried Clinical Faculty and Service Workers who do not rely on their computer to perform most of their daily tasks, will be transitioned to the A1 license. Emeriti will receive an Email-only license. All others will remain on the A3 license.
<b>When's the Change?</b>	These changes will need to be completed by the end of March 2025.

## Which M365 package am I eligible for?

Licenses are assigned based on roles:

Non-Salaried Clinical Faculty and Service Workers who do not rely on their computer to perform most of their daily tasks, will receive the A1 license. All other staff, faculty, students, and student employees will be assigned an A3 license. Emeriti will receive an email-only license.

UBC Affiliation	M365 Package
Clerical, secretarial, clinical and library support staff (Computer Work Required)	A3 - Desktop
Management and Professional Staff (M&P)	
Postdoctoral Fellows (UBC funded)	
Postdoctoral Fellows (externally funded)	
Part-time Faculty	
Full-time Faculty	
Visiting Faculty (salaried)	
Research Associate (salaried)	
Adjunct Professor (non-salaried)	
Clinical Appointment (salaried)	

Honorary Appointment (non-salaried)	
Emeriti with Post Retirement Appointment	
Academic Administrative Appointment	
Executive Administrative Appointment	
Student Employees	A3 - Desktop (Student Version + Faculty and Staff Email)
Students	A3 - Desktop (Student Version + Student Email)
Emeriti (without Post Retirement Appointment)	Faculty and Staff Email (Only)
Clinical Faculty (non-salaried)	A1 - Online
Contingent Worker	TBD
Guest	TBD
Service Workers with no computer work required	A1 - Online
UBC Alumni	TBD

### UBC Affiliation Definitions

The table below provides definitions for the different affiliations at UBC. The M365 license provided to you is determined by your official status in UBC Workday.

**The following affiliation definitions will be vetted with the appropriate stakeholders.**

UBC Affiliation	Definition	License Eligibility Criteria
Full-time Faculty Part-time Faculty	Any person having an appointment from the Board of Governors of The University of British Columbia as Sessional Lecturer, Lecturer, Assistant Professor of Teaching, Associate Professor of Teaching, Professor of Teaching, Acting Assistant Professor, Assistant Professor, Associate Professor, or Professor; (Faculty Collective Agreement)	Faculty member must have an Academic Appointment that is currently Active, and an employee Status of Active, Future Hire, or On-Leave.

<p>Academic Administrative Appointment</p>	<p>Administrative appointments including vice president, deputy-chancellor, university librarian, dean and principal, associate dean, head and director (UBC HR)</p>	<p>Employee must have an appointment that is currently Active, and an employee Status of Active, Future Hire, or On-Leave.</p>
<p>Postdoctoral Fellows (UBC funded)</p>	<p>Postdoctoral fellows are individuals who have completed a doctoral degree and who are seeking the opportunity to train further in a particular area of research. A postdoctoral fellow is an employee where the individual plays a key role on a research team under the direction of and funded by the supervising faculty member. (UBC HR)</p>	
<p>Postdoctoral Fellows (Externally Funded)</p>	<p>Postdoctoral fellows are individuals who have completed a doctoral degree and who are seeking the opportunity to train further in a particular area of research. A postdoctoral fellow is an award recipient where the individual is awarded a competitive fellowship from an external granting agency, which may or may not be paid through UBC, or receives financial support from a sponsoring agency. Award recipients don't have under the mentorship of a supervising faculty member at UBC. (UBC HR)</p>	
<p>Emeriti with Post Retirement Appointment</p>	<p>A former employee of the University who retired or resigned while holding tenured appointment as a Professor, Professor of Teaching, Associate Professor, Assistant Professor, Senior Instructor or a confirmed appointment as a General Librarian, Administrative Librarian, Program Director, Clinical Professor, or Clinical Associate Professor, and who has been granted Emeriti Status by the UBC Senate, and holds a post-retirement term appointment. (UBC Senate)<sup>23</sup></p>	<p>Employee must have an appointment that is currently Active, and an employee Status of Active, Future Hire, or On-Leave.</p>

Management and Professional Staff (M&P)	Staff who are the hiring managers of other staff on campus, as well as those who provide a range of professional services that determine policies and rules that determine how work is performed on campus. (UBC HR)	
Research Associate (Salaried)	Research Associates are full-time or part-time term appointees who primarily conduct research with no formal teaching duties. This title is available only to those persons who hold the PhD degree or other equivalent qualifications or work experience in their field of research. (UBC HR)	
Honorary Appointment (Non-salaried)	An appointment as an Honorary Research Associate may be made in recognition of services rendered to a faculty, department, or school. No salary is provided. (UBC HR)	
Visiting Faculty (Salaried)	Visiting Faculty appointments are provided to academics visiting a UBC campus. These appointments are made only when appointees hold continuing appointments or have emeritus status at other universities or institutions to which they expect to return. (UBC HR)	
Visiting Faculty (Non-salaried)	Visiting Faculty unpaid appointments provided to academics visiting a UBC campus. (UBC HR)	
Adjunct Professor (Non-salaried)	Adjunct Professor: These are part-time appointments made in the case of those who, having practised a profession with distinction or particular success outside the University or any other academic institution, have special skills or learning of value to the University. A salary or an honorarium may be paid to a person holding such an appointment. Because the	

	<p>professional qualifications, experience and reputation of individuals appointed as Adjunct Professor will vary considerably, there is no equivalence between adjunct and professorial ranks. Appointment at this rank does not imply that the appointee has the qualifications necessary for appointment to a professorial rank. (University Counsel)</p>	
<p>Clinical Appointment (Salaried)</p>	<p>A person holding a partial, paid appointment, normally in the Faculties of Medicine, Dentistry and Pharmaceutical Sciences and in the School of Nursing made in the case of those who, having practised a profession in health care with distinction or particular success outside the University or any other academic institution, have some special professional skill or learning of value to the University. (University Counsel)</p>	
<p>Student Employees</p>	<p>A student of UBC (individual) hired to a term student position, typically coinciding with the academic semester and has an employment agreement with UBC to provide work in return for wages or salary. (UBC HR)</p>	
<p>Contingent Worker</p>	<p>An Independent Contractor who has been provisioned access to Workday in order to fulfill their contractual obligations.</p>	
<p>Student</p>	<p>A person who is presently enrolled in a credit program of study or who is designated by resolution of the senate as a student.</p>	
<p>Emeriti (without Post Retirement Appointment)</p>	<p>A former employee of the University who retired or resigned while holding tenured appointment as a Professor, Professor of Teaching, Associate Professor, Assistant Professor, Senior Instructor or a confirmed</p>	<p>Emeriti without an active appointment but that are a survivor or retiree with or without benefits</p>

	<p>appointment as a General Librarian, Administrative Librarian, Program Director, Clinical Professor, or Clinical Associate Professor, and who has been granted Emeriti Status by the UBC Senate, who may continue to collaborate with the University on a voluntary basis but does not hold a post-retirement paid appointment with UBC. (Modified from UBC Senate)</p>	
<p>Non-Salaried Clinical Appointment (Pharmacy, Medicine, Nursing, Dentistry)</p>	<p>A person holding a non-paid appointment, normally in the Faculties of Medicine, Dentistry and Pharmaceutical Sciences and in the School of Nursing made in the case of those who, having practised a profession in health care with distinction or particular success outside the University or any other academic institution, have some special professional skill or learning of value to the University. (University Counsel, adapted)</p>	
<p>Service Workers</p>	<p>Staff working as trades, food services and hospitality services, technician/research assistants as well as in a variety of diverse positions covered by Schedule A of the CUPE 116 agreement, or the BCGEU Okanagan agreement.</p>	
<p>Clerical, secretarial, clinical and library support staff (Computer Work Required)</p>	<p>Staff working as clerical and secretarial staff, library assistants and Chan Centre workers, and are covered by the CUPE 2950 agreement.</p>	
<p>UBC Alumni</p>	<p>A member of the UBC Alumni Association. Every graduate of the University is eligible to become a member of the Association and will be admitted unless he or she decides to the contrary in writing. By resolution passed by not less than 75% of the</p>	

	<p>Directors, the Board of Directors may, from time to time, admit other persons or groups of persons associated with the University as members of the Association.</p> <p>The Board of Directors may confer an honorary life membership on any person who, in its opinion, has made an outstanding contribution to the University and society, and who is not already an Ordinary Member. The honorary life membership shall include those individuals upon whom the University has conferred an Honorary Degree, and who is not already an Ordinary Member. (Alumni Association Bylaws)</p>	
<p>Guest</p>	<p>The process for providing UBC guests with access to a M365 package and other services is currently being reviewed</p>	