



THE UNIVERSITY OF WINNIPEG

Postdoctoral Fellow Guidelines

EFFECTIVE DATE: April 1, 2021

These Guidelines apply to all Postdoctoral Fellows appointments at the University.

Postdoctoral Fellow (PDF): is an individual in training who has completed a doctoral degree within the last 5 years and is engaged in research and training at the University under the supervision of a faculty member. The time period may be extended by circumstances requiring an interruption in a research career (e.g. maternity/parental/adoptive leave). Requesting an appointment of a PDF prior to completing a doctoral degree will only occur in exceptional cases and require the Candidate to demonstrate they are expected to complete all degree requirements within a reasonable time period (less than six months) and that the guidelines of the funding agency permit such appointments.

Faculty Sponsor: is a member of faculty responsible for supervising a Postdoctoral Fellow during the duration of the appointment. The Faculty Sponsor must have an academic appointment under the UWFA-RAS collective agreement.

Postdoctoral Appointment Period: The length of a PDF appointment is normally not less than one year and not longer than three. Appointments exceeding three years will require renewal. For appointments less than one year, a rationale for not considering a Research Associate or Senior Research Associate will be required. Appointments under twelve months may be considered in cases where funding from a funding agency stipulates shorter durations.

PDF appointments are expected to be full time and based on 35-hour work week.

Postdoctoral Advertisement: In cases where a Faculty Sponsor wishes to advertise a PDF in an open competition, they shall follow University of Winnipeg hiring procedures and policies and work with a Human Resources Consultant.

Role of the Department, Dean and Vice President of Research: Faculty Sponsors will advise the Chair of the intent to hire a PDF, outlining any requirements for departmental and/or institutional resources (e.g., space, equipment and access to facilities). The Dean shall advise the Vice President of Research of the pending appointment and that Departmental or other resources are in place. The Vice President of Research will issue the formal Letter of Invitation to the PDF. A Letter of Invitation is not an employment offer. The Letter of Invitation will welcome the candidate to the University of Winnipeg and instruct them to work with Human Resources on the final offer letter.

Postdoctoral Appointment Renewals and Extensions: A formal request for a Renewal of an Appointment is required by the Faculty Sponsor. The Faculty Sponsor must provide written justification to the Dean and Vice President of Research requesting an extension, citing the reasons and that funding is available. Normally, not more than one extension will be granted. Human Resources and Payroll will be notified by the Vice President on the extension and any financial implications of the extension.



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RESPONSIBILITIES

1. Responsibilities of Faculty Sponsor

1.1. The Faculty Sponsor is responsible for:

- a) Contacting the Human Resources Consultant to discuss salary and benefits options for the proposed appointment;
- b) Contacting the Research Office and Financial Services to ensure adequate funding is available for the duration of the proposed appointment period;
- c) Submitting all required forms and letters to their department Chair, relevant Dean, and the Vice-President Research & Innovation to confirm approval of the Postdoctoral Fellow's time at UWinnipeg;
 - 1.1.c.1. Upon identifying a potential Postdoctoral Fellow, the Faculty Sponsor shall advise the Chair of their department, specifying the length of the Postdoctoral Fellow's term and confirming availability of funds to support any expenses associated with the appointment. The appointment request shall be sent to the Dean for review by the department Chair, and then to the Vice-President Research & Innovation for approval;
- d) For an international Postdoctoral Fellow, identifying the funds to pay for the Employer Compliance Fee of \$230.00 charged by Immigration, Refugees and Citizenship Canada (IRCC);
- e) Faculty must provide ample time for the processing of international Postdoctoral Fellows. Normally, it is suggested that at least six months of lead time to ensure all documents are in place;
- f) Assisting the Postdoctoral Fellow in finding housing, which will normally be paid for by the Postdoctoral Fellow, and orienting the Postdoctoral Fellow to the University. The PDF should be encouraged to contact Campus Living for support (<https://www.uwinnipeg.ca/campus-living/>);
- g) Liaising with Financial Services, Human Resources, the Library, and Technology Services, to secure required digital accounts, to ensure payment of stipends, and to secure access to the Library.

2. Responsibilities of the Dean and Department

- 2.1. The Department will be responsible for determining the process by which it reviews requests for PDF by a Faculty Sponsor and normally will be responsible for addressing space and resources needs.
- 2.2. The Department Chair will be responsible for advising the affected Dean of the incoming PDF and of any resources or supports requested.
- 2.3. The Dean will review and advise that Vice President of Research.



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3. Responsibilities of Human Resources

3.1. Human Resources shall be responsible for:

- a) Advising Faculty Sponsors on salary guidelines, benefits and pension requirements for PDFs;
- b) Preparing a letter of offer that includes pertinent information related to salary and benefits, term and other employment information;
- c) Assisting and advising the Faculty Sponsor on matters regarding immigration for international PDFs and, where applicable, submitting the IRCC Offer of Employment form through the Employer Compliance Portal and providing the prospective Postdoctoral Fellow an Offer of Employment Number;
- d) Issuing T4s to Postdoctoral Fellows;
- e) Retaining the Postdoctoral Fellow's signed Letter of Invitation, *curriculum vitae*, social insurance number, and immigration authorization (if not a Canadian citizen or permanent resident) or documentation confirming eligibility for travel outside Canada in instances where such travel is a requirement of the research activities;
- f) Inviting Postdoctoral Fellows to its regular University-wide orientations.

4. Responsibilities of the Research Office

4.1. The Research Office shall be responsible for:

- a) Ensuring that the Faculty Sponsor has properly consulted and engaged with Human Resources before issuing letters of invitation for PDFs;
- b) Providing Faculty Sponsors with up-to-date forms to assist in orienting the Postdoctoral Fellow to the University;
- c) Preparing and issuing letters of invitation for Postdoctoral Fellows;
- d) Forwarding letters to Human Resources;
- e) The Letter of Invitation is not an offer of employment. The Letter of Invitation will be used by Human Resources to issue the official letter offer;
- f) Providing the PDF with support and access to research related resources and options for funding.

5. Responsibilities of the Postdoctoral Fellow

5.1. Postdoctoral Fellows shall be responsible for:

- a) Where necessary, securing their work permits and authorization to enter Canada which includes providing information to Human Resources in order to attain an Offer of Employment Number through IRCC to apply for a work permit and SIN;



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- b) Be aware of and reviewing relevant University of Winnipeg Policies: <https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html>;
- c) Completing all required employee paperwork which includes information such as banking and social insurance number to the University's Human Resources department in order to begin receiving payment;
- d) Securing housing, with assistance from Campus Living if required;
- e) Paying for living expenses, health insurance, transportation expenses, and other related costs, as specified in their Letter of Invitation;
- f) Complying with all regulations and policies of all external funding organizations that provide the Postdoctoral Fellow with financial support, either directly or through their Faculty Sponsor's research funding agreement;
- g) Becoming familiar with, and adhering to, the policies and procedures related to their work while at The University of Winnipeg.

6. Compensation & Nature of Relationship to the University

- 6.1. While there may be instances in which PDFs are not employees, the majority will be employees. Human Resources will make the final determination of the nature of the appointment in consultation with the Research Office.
- a) Conditions of employment for Postdoctoral Fellow considered employees will be outlined in offer letters as outlined in section 3.1. PDFs who are employees shall be issued a T4.
 - b) If it is determined that a PDF is not an employee, the PDFs' stipend may be considered a research grant or fellowship income. In these instances, the PDF shall be issued a T4A and the payment will be processed through the Awards and Financial Aid office.
- 6.2. PDFs will normally be entirely funded by a Faculty Sponsor or an external funding agency. This shall include any funding required to pay for employment expenses such as CPP and EI contributions and benefits costs.
- 6.3. A PDF appointment may be funded by grants or contracts held by faculty members, from external funding organizations, by University endowment or operating funds, or from a combination of these sources.
- 6.4. A PDF who is not an employee may be supported by an external funding agency, and compensation ranges must comply with the policies and regulations of the funding agency.

7. Privileges and Rights Held by all Postdoctoral Fellows

- 7.1. Postdoctoral Fellows should be treated by faculty members as academic colleagues.



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7.2. Postdoctoral Fellows should be appropriately recognized for their contributions in publications of research and intellectual property. They should also be encouraged to present their work and publish the results of their research completed before and during their appointment.

7.3. All Postdoctoral Fellows shall be entitled to:

- Office space, if available, which may be shared. Lab privileges will be at the discretion of the department or program;
- Access to a telephone and photocopying through the department budget, with costs paid for by the appropriate Dean;
- Access to administrative services after the ongoing needs of department members have been met;
- Access to the University email;
- Access to the University library privileges.