

 The University of British Columbia Board of Governors	Policy No.: 61	Approval Date: October 1995 Last Revision: February 1997
	Responsible Executive: Vice-President, Academic and Provost	
Title: Post Doctoral Fellows		
Background & Purposes: To describe terms and conditions for Postdoctoral Fellows.		

1. General

- 1.1. Postdoctoral Fellows (PDFs) are valued members of the UBC community and make an indispensable contribution to the research environment of the University. As researchers, they have the opportunity to make a significant contribution to their chosen field. As a member of a research group or as an individual researcher, they work under the general supervision of a faculty member and may assist with the supervision of graduate students.
- 1.2. Appointments as Postdoctoral Fellows are for a limited period of time, up to three years. In extenuating circumstances, a Dean may recommend for approval by the Associate Vice President Academic a brief extension of the three year term. In the sciences, the customary pattern is to seek to broaden one's research expertise under the guidance of an established researcher. In the humanities, the customary pattern is to embark on a new research project with guidance from and in consultation with an experienced faculty member. In all disciplines, an important objective is to strengthen one's publication record and CV, thereby building a reputation and enhancing one's chances of securing a more permanent faculty or research position.
- 1.3. PDFs are individuals who are in training, normally within three years of being awarded the PhD degree or within ten years of being awarded the MD or DDS degrees. These three year periods may be delayed by circumstances requiring an interruption in research career, e.g. by parental responsibilities.
- 1.4. PDFs can receive funding from grants or contracts held by faculty at UBC or from departmental resources. All PDFs working at UBC, regardless of how paid, are appointed via Faculty Relations; those not receiving salary through UBC are appointed on an honorary basis. The sections of the procedures relating to compensation, benefits and termination do not apply to PDFs who secure personal funding from external sources and/or competitive fellowship programs, such as NSERC, SSHRC or Killam Fellowships.

PROCEDURES

Approved: October 1995

Revised: February 1997

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. Recruitment

- 1.1. PDFs are individuals who have completed a doctoral degree and who are seeking the opportunity to train further in a particular area of research.
- 1.2. Recruitment for such appointments varies; it can take place through recommendation by a faculty member at another university, through networking at conferences, by awarding of a fellowship through a granting agency, or by advertising in appropriate journals or newspapers.
- 1.3. When recruiting PDFs, faculty members should adhere to relevant legislation, such as the Human Rights Code of British Columbia. Information on human rights legislation is available from Faculty Relations. Faculty members will consider UBC's employment equity goals when recruiting PDFs.

2. Selection

- 2.1. Most often, a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position, using phone calls, e-mail, faxes, letters of reference, recommendations, and copies of research papers to assist in the decision process. Killam Fellowships and fellowships funded by external agencies are awarded by an adjudication process established by the external agency.

3. Appointment

- 3.1. Individual faculty members or a group of faculty may invite a PDF to join them as a junior research colleague. The letter of invitation to come to UBC specifies:
 - 3.1.1. the term of appointment as a PDF
 - 3.1.2. salary and benefit arrangements (whether funding is from external or internal sources or a combination of both)
 - 3.1.3. the nature of the research to be undertaken
 - 3.1.4. any special conditions
- 3.2. The PDF accepts this letter of invitation in writing.
- 3.3. For a PDF to be recognized at UBC under the terms of this policy statement, all appropriate appointment documentation is completed and submitted to Faculty Relations (appointment form, C.V., social insurance number, employment authorization if a non-Canadian). By signing the appointment form and forwarding the recommendation for appointment to the Dean, the Head of Department accepts the PDF in the department.

- 3.4. Some PDFs may also have a special, separate appointment as a Postdoctoral Teaching Fellow at UBC in recognition of assigned teaching responsibilities.
- 3.5. A PDF will be associated with one or more faculty colleagues for the purpose of research collaboration. The faculty member-supervisor provides whatever resources are needed to support the collaborative research activities.

4. Immigration

- 4.1. International PDFs apply for admission to Canada at the Canadian embassy/consulate in their country, once they have received a confirmation of offer of a Postdoctoral Research Fellowship from the Associate Vice-President, Academic. Department Heads place a request with the Associate Vice-President, Academic to issue an authorization for the PDF to accept a position at UBC.
- 4.2. Upon arrival in Canada, the PDF applies for a social insurance number. As individuals entering Canada on work permits, PDFs do not qualify for Landed Immigrant Status.

5. Orientation

- 5.1. Orientation to the University
 - 5.1.1. The Department of Human Resources includes PDFs in their monthly university-wide orientations.
- 5.2. Orientation to the Department/Faculty
 - 5.2.1. The Grant-Holder, Department Head and Dean are responsible for orienting PDFs to the Department and Faculty. Departmental or faculty administrators prepare written materials about services, procedures and standards in the department and faculty, and useful contacts at UBC. The grant-holder or faculty member-supervisor is responsible for orientation to the worksite, and for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues.

6. Compensation

- 6.1. PDFs may be funded from external awards, by University endowment or operating funds, by payments from grants or contracts held by faculty, or from a combination of sources.
- 6.2. Salary ranges for PDFs are governed by the regulations of granting agencies. For current information, contact Research Services. Where no specific salary is mandated, the PDF's compensation is based on his/her relevant experience and responsibilities, the final salary established by the Grant-Holder following consultation with the PDF and approval by the Head. At the discretion of the Head and Dean, total compensation may exceed the regulated maximum of a single granting agency, provided that other sources of funding are available. Given the short-term nature of the appointment, salaries are not normally reviewed mid-term.

7. Benefits

- 7.1. The benefits aspect of this policy applies only to those PDFs whose salaries are paid through UBC's Department of Financial Services, and who are not on personal funding from external sources and/or competitive fellowship programs. Persons who are funded otherwise are advised to make private arrangements for benefit plans and insurance coverage.

- 7.2. For appointments of less than twelve months, Postdoctoral Fellows will receive only Workers' Compensation coverage, and the employer's contribution to Unemployment Insurance and Canada Pension. Deductions are taken from the Postdoctoral Fellow's paycheque for the employee contribution to Unemployment Insurance Program and Canada Pension Plan. Hours of work, vacation, maternity and parental leave, and termination of employment are governed by the Employment Standards Act of BC.
- 7.3. Postdoctoral Research Fellows appointed for one year or more are eligible to receive:
- 7.3.1. Workers' Compensation Coverage
 - 7.3.2. Unemployment Insurance Program (employer and employee contributions)
 - 7.3.3. Canada Pension Plan (employer and employee contributions)
 - 7.3.4. Maternity Leave 18 weeks, SUB plan 17 weeks if eligible for EIC
 - 7.3.5. Parental Leave 12 weeks, SUB plan 10 weeks if natural mother and eligible for EIC
 - 7.3.6. Vacation: two weeks with pay taken within the year of appointment
 - 7.3.7. Medical Services Plan *(employee paid)
 - 7.3.8. Extended Health Benefits Coverage *(only available if enrolled in medical coverage, employer paid)
 - 7.3.9. Dental Plan Coverage (employer paid)
- 7.4. Postdoctoral Teaching Fellows are eligible to receive:
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** Out-of-province waiting period of three months.*

8. Teaching

- 8.1. It is recognized that some PDFs wish to obtain teaching experience. It is also recognized that PDFs are an intellectual resource in the University and that both undergraduate and graduate programs benefit from their participation. PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.
- 8.2. PDFs should discuss their desire to participate in the teaching activities of the department with their faculty member-supervisor and with the Head of Department. In cases of formal assignment of teaching duties, the Department Head should appoint the PDF as a Postdoctoral Teaching Fellow. Heads should check in advance of making the appointment about any granting agency restrictions to the amount of teaching that can be assigned to the PDF.

9. Grievances and Complaints

- 9.1. Most problems are resolved by the faculty member-supervisor and the PDF. Unresolved problems may be brought in confidence to the attention of the Department Head. If an issue cannot be resolved by the Department Head, it may be brought in confidence to the attention of the Dean. The Dean of the Faculty of

Graduate Studies may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. PDFs who are working in a location remote from the department are informed by the supervisor or Departmental Administrator as to how and to whom a complaint may be directed.

10. Achievement

10.1. Publication of research and development of a patentable or licensable product are the typical standards of achievement. It is expected that PDFs will be appropriately recognized for their contributions in publications and patents. It is the responsibility of the faculty member-supervisor to develop a clear understanding of rights and obligations under the policies on Research, Patents and Conflict of Interest with the PDF at the start of employment.

11. Renewal

11.1. Faculty member-supervisors should give reasonable (normally 3 months) notice to a PDF on the intention to renew or not to renew an appointment.

12. Termination

12.1. On the recommendation of the supervisor, the appointment of a PDF may be terminated at any time with one month's notice for each year of service.

13. Position Context

13.1. PDFs are generally regarded as advanced research trainees and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them. Any PDF may apply in open competition for a faculty position.