

Guidelines for Awarding a Post-Doctoral Fellowship

The following matters should be adhered to when planning to submit a Post-Doctoral Fellowship Recommendation Form to award a **new Post-Doctoral Fellowship** or **amend or extend an existing Post-Doctoral Fellowship (PDF)** at the University of New Brunswick:

Lead time for Recommendation Forms:

- Recommendation Forms involving the awarding of a Post-Doctoral Fellowship to an international candidate must arrive at the Office of the Vice-President (Research) at least **four months prior** to the expected first day of work. This is to allow ample time for the incumbent to apply for his/her passport and work permit and to allow sufficient time for relocation/arrival to our campus.

Please Note:

- *Effective February 2015 (and then updated in October 2015):* Citizenship and Immigration Canada (CIC) has implemented a new process which affects those Canadian companies looking to hire, or extend the current terms of foreign workers, who are Labour Market Impact Assessment exempt. Postdoctoral Fellows are included in this category of worker. The new process includes the payment of a fee called an “Employer Compliance Fee” which is currently in the amount of \$230.00. This fee will be the responsibility of the prospective Postdoc’s supervisor. It will initially be paid by the Office of the VP (Research), who is responsible for preparing the official Postdoctoral Fellowship offer, with other paperwork that must be submitted to CIC. As part of the paperwork required from the supervisor a UNB account number **must** be provided for charged back purposes. These changes only affect Postdoctoral offers to international persons who do not possess a Post-Graduate Work Permit.
 - Only a Letter of Offer from the Office of the Vice-President (Research) may be used to obtain a work permit by the incumbent.
 - The first day of work for the incumbent cannot predate either the date of issue of the work permit or the letter of offer. This is to ensure the university is abiding by all the regulations set forth by Immigration Canada and to ensure the incumbent is covered under all the proper insurance policies at the University.
 - Upon arrival to the campus, the incumbent must appear in person with original copies of their work permit and passport to the Office of Human Resources where they will be asked to complete all paperwork pertaining to their payroll services.
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- Recommendation Forms for new Post-Doctoral Fellows who are domestic candidates must arrive in the Office of the Vice-President (Research) at least **two months before** the expected first day of work.
 - Recommendation Forms that are Amendments or Extensions to an existing Post-Doctoral Fellow must arrive at the Office of the Vice-President (Research) at least one month before the extension or amendment takes affect for domestic PDFs and at least **2 months**

in advance for any international PDF. This is to avoid delays in the continuation of payroll services.

Letters of Offer:

- Upon receipt of the appropriate form to either award a new PDF or amend and/or extend the tenure of an existing PDF, the Office of the Vice-President (Research) will generate a Letter of Offer/Modification/Extension that must be provided to the incumbent by the department/supervisor offering the fellowship.
- Please note that should the hiring party wish to add a clause or condition that is not already captured by the standard pre-existing Letter of Offer, this addition should be provided electronically (via email) with the Recommendation Form at the time of submission. If the clause or condition meets with the approval of the Vice-President (Research), it will be added to the Letter of Offer.
- It is the responsibility of the hiring party to inform the Office of the Vice-President (Research) whether the Letter of Offer is accepted or rejected. If the person offered the PDF accepts the offer, the bottom portion of the second page of the Letter of Offer must be completed and returned to Office of the Vice-President (Research) at least 2 weeks prior to the first day of work stated in their Letter of Offer. The original copy of this acceptance must be received (original signature). Faxed or email copies are not considered final acceptance. Rejection of offer must be received in writing to the Office of the Vice-President (Research) by the hiring party. This is especially important when the offer made was to an international candidate. The VPR office must then withdraw their offer from the Immigration Canada database.

Compensation Ranges:

- Please note that compensation for all UNB Post-Doctoral Fellows (PDF) are to be **minimally** as follows:

A PDF in an NSERC/SSHRC discipline must be paid a minimum of \$25,000 per annum.

A PDF in a CIHR discipline must receive a minimum of \$35,000 per annum.

Physical location of the work being completed:

- If the work to be completed by the PDF will not result in the incumbent being physically on either the UNBF or UNBSJ campuses and/or in the department/faculty stated on the Recommendation Form, then a statement explaining the location of the work must be provided to the Office of the Vice-President (Research) at the time the Recommendation Form is submitted. In these instances, measures must be taken to ensure that the incumbent appears in person at the outset of their tenure on either campus to sign appropriate documentation and to ensure their coverage under the University's insurance policies.

Letters of Reference:

- It is mandatory that at least **two** (2) Letters of Reference accompany all Recommendation Forms submitted to award **new** PDFs. Emails are acceptable provided they have been verified by the awarding party (supervisor).

Letters of Offer to PhD Students:

- Letters of Offer can be issued to potential PDFs who have not yet completed their PhD programs provided the incumbent is at least ready to defend their thesis and the Graduate Studies Office at their home institution provides a certified document stating that this individual has completed all aspects of the PhD program and has submitted the thesis for defence. A copy of this certified document must be included with the Recommendation Form at the time of submission to the Office of the Vice-President (Research). Please note: The prospective PDF cannot begin their fellowship until we receive a memo from their School of Graduate Studies indicating that they have successfully defended their PhD.

Recipients of an NSERC, SSHRC or CIHR Post-Doctoral Fellowship Award:

- As a researcher at the University of New Brunswick, if you are approached by an individual who has been awarded one of above listed grants and the individual is interested in working under your supervision, you must complete a PDF Recommendation Form and submit it to the Office of the Vice-President (Research). This is to alert the University of the PDF's presence at UNB and to ensure their coverage under the appropriate insurance policies.

Person Responsible for PDF affairs:

- Besides the supervisor to each individual PDF, one other person within each academic unit should be responsible for or familiar with PDF issues, such as the filling out of forms, financial accounts for payroll purposes, benefits, etc. This is to prevent unnecessary delays in the hiring and/or amendment process of PDFs in the supervisor's absence.