

Guidelines for Offering a Postdoctoral Fellowship

Most Postdoctoral Fellows at the University of New Brunswick are considered employees of the university. These employees are governed by a collective agreement. Supervisors of Postdoctoral Fellows are responsible for both the PDF's salary and an additional fringe benefits rate (15%). Please see the current collective agreement (which can be found on the People & Culture website) for other information pertaining to PDFs and their entitlements at UNB.

The following matters should be adhered to when planning to submit a Postdoctoral Fellowship Recommendation Form to offer a **new Postdoctoral Fellowship (PDF)**, **amend** an existing PDF, or **extend** an existing 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) fully signed (Supervisor, Chair and Dean) at least **four months prior** to the expected first day of work. This is to allow time for the incumbent to apply for his/her passport and work permit and to allow sufficient time for relocation/arrival to our campus. In some cases four months is insufficient time and the staff in the VP (Research) office can guide the supervisors on the proper timelines if that is the case.

Please Note:

- Immigration, Refugees and Citizenship Canada (IRCC) has implemented a process which affects those Canadian companies/institutions looking to hire, amend, or extend the current terms of foreign workers, who are Labour Market Impact Assessment exempt. Postdoctoral Fellows are included in this category of worker. This 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 and beginning the hiring process with the IRCC. As part of the paperwork required from the supervisor a UNB account number **must** be provided for charge back purposes. These changes only affect Postdoctoral offers to international persons who do not possess a type of open work permit (i.e. 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 new Postdoctoral Fellow 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 the IRCC and to ensure the incumbent is covered under all the proper insurance and liability policies at the University.
- Upon arrival to the campus, the incumbent must provide People & Culture with the various hiring forms (mentioned in their letter of offer). The incumbent must also provide both People & Culture and the Office of the Vice President (Research) with copies of their work permit.
- Recommendation Forms for new Postdoctoral Fellows who are domestic candidates must arrive in the Office of the Vice-President (Research) at least **two months before** their expected first day of work.

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 relevant portion of the letter of offer must be completed and returned to Office of the Vice-President (Research) electronically before the stale date indicated on the letter of offer. If the offer is rejected proof of the rejection must be received in writing to the Office of the Vice-President (Research) by the hiring party. This is especially important when the offer was made to an international candidate. The VPR office must then withdraw their offer from the IRCC database.

Compensation Ranges:

- Please note that UNB must adhere to a minimum salary requirement for all UNB Postdoctoral fellows as outlined in the collective agreement. Although there is no posted maximum salary we recommend communicating with the VP (Research) office before offering any amount over \$60K 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. Remote work must be approved in advance of the offer being made to the PDF as there are limitations to this possibility. For example, UNB will not permit any remote work outside of Canada.

Letters of Reference:

- It is mandatory that at least **two** (2) Letters of Reference/Recommendation accompany all hiring packages submitted to the Office of the VP (Research). Emails are acceptable provided they have been verified by the hiring 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 hiring package to the Office of the Vice-President (Research). Please note: The prospective PDF cannot begin their fellowship until we receive proof of receipt of their PhD.

Recipients of Self Funded (transferable) Postdoctoral Fellowship Award:

- As a researcher at the University of New Brunswick, if you are approached by an individual who has been awarded transferrable Postdoctoral Fellowship funding directly by a third party you must still submit the necessary hiring package including but not limited to 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. Many PDFs in this situation are not considered unionized members and thus fringe benefit charges will not apply to their supervisors. For clarification on whether or not you will be responsible for additional charges (i.e. fringe benefits) please contact the Office of the VP (Research).

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.