

Postdoctoral Award Account Setup Process (NSERC/SSHRC only) at UBC Okanagan

NSERC/SSHRC sends 'Notice of Award' and 'Request for First Instalment' form sent to Awardee
Supervising faculty member completes Postdoctoral appointment (Steps 1-4 below)
Awardee sends required documentation to Office of Research Services (ResearchOffice.UBCO@ubc.ca):
<ul style="list-style-type: none">• Notice of Award• Request for First Instalment form• Copy of full application• RPIF completed by supervising faculty member and signed by Dept Head and ADR
ORS reviews documentation and completes Request for First Instalment form, and returns to Awardee
Awardee sends Request for First Instalment Form to Sponsoring Agency
Sponsoring agency informs ORS when award has been sent for processing
ORS sets up research account in Supervising faculty member's name
Faculty member sets up appointment in Workday for awardee payment

FASS POSTDOCTORAL FELLOWS HIRING PROCEDURES

Advertising

Postdoctoral Fellows positions do not require advertising; however, advertising is permitted.

Initial appointment

1. After selecting a candidate, a Faculty member notifies Head of intent to hire a postdoc.
2. The Faculty member and the Head ensure that the candidate meets all the eligibility requirements as specified in Policy 61. Note in particular that candidates that are beyond 5 years from their PhD are not eligible for hire as postdoctoral fellows (unless they have taken approved leaves of absence). At this point, the Head should raise any objections or concerns he or she may have.
3. Faculty member sends copy of Head's approval, CV, dates of employment and a paragraph on what the duties are, as well as what the salary will be to Jody Ainley in the Dean's office. At least \$45,000 a year is strongly recommended by Faculty Relations, plus benefits. The cost of benefits can be calculated here <http://payrollintranet.ubc.ca/calculators/benefitscostcalculator.htm>
4. Jody Ainley prepares the offer letter and sends the letter to the Head, .cc to the Faculty member for review. Head signs and sends offer letter to the candidate for their signature, ccing Jody. The completed copy is returned to her in the Dean's office.
5. If the candidate is neither a citizen nor permanent resident of Canada, these additional steps are necessary:
(See the Faculty Relations *[Immigration Process for Foreign Postdoctoral Fellows](#)*) .
 - a. Jody Ainley will process the Compliance Fee directly through CIC with a credit card from either the Supervisor or Department and a copy of the postdoc's passport.
 - b. The resulting documents and "Offer of Employment Number" are forwarded to the foreign national who then can apply for their work permit.

c. After arriving in Canada, the postdoc will apply for the SIN.

6. The postdoc then delivers or emails copies of their work permit and SIN application receipt to the Dean's Office. Jody Ainley completes the hire in Workday with approvals through the supervising faculty member and Head. 7. Once processed a checklist is sent to the Department Assistant.

Renewal/Reappointment of a Postdoctoral Fellow

Postdoctoral Fellows can be renewed one year at a time, normally up to 3 years maximum at UBC provided they still meet the eligibility requirements for postdoctoral hires.

1. Faculty member notifies Head of plan to rehire and/or renew an existing postdoctoral appointment. Note: requests for extensions beyond the three---year limit can be made prior to the end of the 3rd year of appointment, with the Dean's written approval. 2. Faculty members should give reasonable (usually 3 months) notice to a postdoc on their intention to renew or not to renew an appointment. The dates of the appointment cannot exceed the dates of the work permit. 3. Renewals require an offer letter that states the terms of the new appointment. See #4 above. 4. If the candidate is neither a citizen nor permanent resident of Canada, these additional steps are necessary: See above #6. 5. Jody Ainley completes the hire in Workday with approvals from Supervisor and Head.

Notice Requirements for Termination of Postdoctoral Fellows Under *UBC Policy 61*, postdoctoral fellows are entitled to one month paid notice where a position is terminated because of lack of, or limited, grant funding. **Postdoctoral Teaching Fellows** If a Head wants a Postdoctoral Research Fellow to teach a course, and the postdoc and supervisor are in agreement, then he or she will be reappointed as a Postdoctoral Teaching Fellow, following procedures for sessional hiring. Jody Ainley enters in Workday with approvals obtained from Head and supervisor then forwarded to HR. **Relevant links:** Post---docs at UBC: <https://www.postdocs.ubc.ca> Faculty Relations page on post---doctoral fellow appointments: <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions/Policy AP10>: https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Postdoctoral-Fellows-Policy_AP10.pdf