1.0 Purpose

1.1 Status of postdoctoral fellows at UNB: PDFs are considered by UNB to be advanced research colleagues and must be given every opportunity to participate in the academic life of their department and faculty. As well, PDFs must be given the opportunity to apply in open competition for faculty positions.

2.0 Applicability

2.1 University-wide

2.2 RECRUITMENT AND SELECTION OF PDFS: Though recruitment procedures for PDFs may vary (for example, a PDF may be approached directly by a UNB faculty member, may be awarded a fellowship in competition by a granting agency, or may respond to an advertisement in local, national, and international publications), the selection process must adhere to relevant provincial, federal, and UNB regulations (including the Canadian Immigration Act, the NB Human Rights Act, and UNB's employment equity guidelines).

3.0 Definitions

3.1 Postdoctoral Fellows (PDFs) are highly qualified individuals who are valued for their significant contributions to UNB's research environment.

3.2 A PDF is normally an individual who has completed a doctoral degree within the previous three (3) years and has been awarded support in the form of a fellowship provided by an external agency or through research grants or contracts held by UNB faculty members. (In this document, the term "faculty members" includes those holding both regular and adjunct appointments as well as those holding membership in Schools and Colleges.) The duration of the postdoctoral fellowship is for a limited period of time and, normally, will not exceed a period of three (3) years. Postdoctoral fellowships are intended to provide an opportunity for researchers to carry on their individual research with UNB faculty members, to participate fully in the research, teaching, and supervisory activities carried out at UNB, and to strengthen their publication and teaching records, thereby enhancing their future opportunities for research and teaching.

3.3 Those PDFs who are not Canadian citizens or permanent residents must procure immigration and employment authorization from Employment and Immigration Canada.

3.4 Where policies regarding externally funded PDFs do exist, these will take precedence over UNB policies outlined in this document.

4.0 Implementation

4.1 PROCEDUES TO BE FOLLOWED PRIOR TO OFFER OF APPOINTMENT: A faculty member wishing to facilitate the appointment of a PDF must first consult with her/his Department Chair, Faculty Dean, and V-P (Research) in order to discuss the nature of the research project, the resources to be made available to the PDF (i.e. office and laboratory space, travel funds, etc.), and any other special requirements.

4.2 TERMS AND CONDITIONS OF APPOINTMENT

4.2.1 An Offer of Appointment Letter must be forwarded to all PDFs by the office of the V-P (Research). This letter will clearly outline the terms of appointment, financial terms, and specific benefits offered to the PDF as well as information on the PDF's rights and responsibilities. A copy of this Policy must be enclosed with the Offer of Appointment Letter and the prospective PDF must be advised that the Policy in its entirety applies to her/his appointment.

4.2.2 Acceptance of the appointment in writing by the PDF must be received by the University one-month prior to the commencement of the PDF's term. As well, before taking up the appointment, the PDF must ensure that all pertinent appointment documentation (including proof of doctoral degree or successful Ph.D. defence, appointment offer and acceptance; c.v.; Social Insurance Number (SIN), and "Employment Authorization" (issued by the department of Citizenship & Immigration in the case the PDF is not a Canadian citizen or Landed Immigrant) is submitted to the Human Resources and Organizational Development Office.

4.2.3 PDFs may be awarded to international candidates. International PDFs must apply at a Canadian Embassy/Consulate in their country for permission to take up a PDF position in Canada. In order to apply for permission they need a confirmation of the offer from the V-P (Research). It should be kept in mind that international PDFs need not go through the Canadian Immigration "validation process" since they are exempt from the Rule governing (please refer to the Canada Immigration Act, Rule 20 (5) E, Exemption E45). Upon arrival in Canada, the PDF must apply for a SIN.

4.2.4 Though a completed doctoral degree is required before PDFs may take up their positions, a conditional Offer of Appointment may be sent to candidates who are able to demonstrate that they are in a position to submit their dissertation in time for a successful defence to take place prior to the commencement of their appointment. In such cases, evidence of submission (before the offer may be sent) and evidence of a successful defence (before the taking up of the position) will be required; non-compliance will result in the withdrawal of the Offer of Appointment.

4.2.5 A PDF who is a holder of an NSERC award will normally work on a UNB faculty member=s research program; thus, the PDF is directly responsible to a faculty member. A PDF who is a holder of a SSHRC award will normally be directly responsible to the Chair of her/his department or the Dean of her/his faculty or their designate. PDFs are expected to adhere to all applicable UNB Policies.

4.2.6 The supervisor(s) should give reasonable notice (normally 3 months) to a PDF of the intention to renew or not renew an appointment in cases where the initial appointment offer was for a period of less than three (3) years. Supervisors must submit a PDF Amendment or Extension form to the Office of the V-P (Research) along with a current C.V. for the PDF for consideration. The University of New Brunswick retains the right to terminate this fellowship in the event that one of the following:

4.2.6.1 funding from the granting agency ceases;

4.2.6.2 the two parties (the PDF and UNB) terminate their association by mutual agreement;

4.2.6.3 either party reneges on the satisfactory performance of those duties specified in this letter; or

4.2.6.4 the activities of the PDF become subject to the requirements of a Canadian Department of Foreign Affairs and International Trade Export and Import Control (DFAII).

4.2.7 The Office of the V-P (Research) is responsible for providing information to Department/Faculties and to PDFs on institutional policies and procedures.

4.2.8 A registry of PDFs will be established by the Office or V-P (Research), including documentation provided by the Office of Human Resources. All appropriate documentation (Offer of Appointment Letter; C.V.; S.I.N.; employment authorization for non-Canadian PDFs; letter of acceptance; and any other relevant information) should be submitted to and maintained by the Office of the V-P (Research).

4.3 REMUNERATION

4.3.1 Funding for PDFs is normally provided from sources other than UNB's operating budget. PDFs are normally funded from grants or contracts held by UNB faculty, from external sources, or from competitive fellowship programs, including NSERC, SSHRC, CIHR, and the Killam Trust.

4.3.2 In establishing the amount of each award, the University will strive for consistency and use the current rates of NSERC and SSHRC PDF Awards as a general guideline. In cases where the level or conditions of the award differ markedly from those of

NSERC, SSHRC, CIHR, or Killam programs, a written rationale and explanation must be approved by the V-P (Research).

4.3.3 PDFs will be paid bi-weekly. The Recommendation Form that initiates payment will be signed by the grantee and/or Department Chair and/or Faculty Dean in which the PDF is to hold the award. This Recommendation Form will be forwarded to the Office of V-P (Research) for approval before it is forwarded to Human Resources. It must be accompanied by a copy of a signed letter of offer and, for international PDFs, an employment authorization form. This will ensure that the PDF will be assigned a Datatel Identification number.

4.4 BENEFITS

4.4.1 PDFs are not considered employees of UNB and are not eligible for UNB faculty fringe benefit plans. Payments to PDFs will be considered fellowship rather than employment income for income tax purposes.

4.4.2 PDFs are required to make their own private arrangements for medical and dental insurance coverage. The New Brunswick Medical Hospital Services Plan is available to all full-time residents of the province who are Canadian citizens or permanent residents. PDFs who are not Canadian citizens or permanent residents are not eligible to participate in the NB Medical Hospital Services Plan and, therefore, must provide proof of alternate coverage. Information regarding the medical and dental plan available to you via the Graduate Student Association at UNB can be obtained by contacting the GSA Health and Dental Benefits Coordinator, Alden Nowlan House, 676 Windsor St. Fredericton NB, E3B 5A3, (506) 453-4700 (office), (506) 453-4717 (fax), gsahealth@unb.ca. Medical and dental insurance coverage costs are subject to negotiation with the PDF's supervisor(s).

4.5 TEACHING: It may be possible for (and, indeed, UNB would encourage) PDFs to teach on a part-time basis at either the undergraduate or graduate levels. Normally the maximum teaching load will be the equivalent of one (1) full-year course. If this is the case, PDFs must be compensated (in addition to the compensation specified in the Offer of Appointment Letter) at the appropriate level for any teaching (whatever form this teaching takes, whether lecturing, laboratory instruction, tutorial instruction, or marking) she/he does.

4.6 GRIEVANCES AND COMPLAINTS: In the first instance, problems should be resolved by the PDF and her/his Supervisor/Chair/Dean. In the case of a problem or dispute of a serious nature, the Dean of the School of Graduate Studies may act as Ombudsperson. Where no satisfactory resolution can be reached, the matter will be referred to the Office of the V-P (Research).

4.7 ETHICS: PDFs must ensure that any human and/or animal research is covered under the appropriate UNB guidelines.

4.8 AUTHORSHIP AND INTELLECTUAL PROPERTY RIGHTS: Academic achievement is measured by the publication of one's research and/or the transfer and commercialization of research discoveries. PDFs are to receive credit and recognition for the publication of their research and/or credit and appropriate recognition for the transfer and commercialization of research discoveries. Unless otherwise agreed in writing by the individual PDF and the University, PDFs will retain ownership of all intellectual property rights in their work (solely when the PDF has created it individually and jointly when it has been created by the joint efforts of the PDF and one or more members of the University), except for certain specific cases such as, for example, where a PDF is working under an University research contract. The University shall have a non-exclusive, royalty-free right to the internal use of all such intellectual property.

5.0 Interpretation and Questions

5.1 Questions concerning this policy may be directed to the Office of the Vice-President (Research) E-mail: vpr@unb.ca