

Guidelines for Awarding a Postdoctoral Fellowship

The following instructions should be adhered to when planning to submit a Postdoctoral Fellowship (PDF) Recommendation Form to award a **new Postdoctoral Fellowship** or **amend or extend an existing Postdoctoral Fellowship** at the University of New Brunswick.

Lead Time for Recommendation Forms:

- Recommendation Forms involving the awarding of a PDF 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:

- 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.
- Recommendation Forms for new PDFs 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 PDF 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 **two months** in advance for international PDFs. This is to avoid delays in the continuation of payroll services.

Letters of Offer:

- Upon receipt of the Recommendation 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 which will be mailed via regular post or via campus mail (for amendments or extensions) to the incumbent. If the hiring party (supervisor) wishes to send this letter by any other means, such as courier, they will be responsible for doing so.
- 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 given both in writing and electronically 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 (supervisor) to inform the Office of the Vice-President Research as to 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. The written rejection of offer must be delivered to the Office of the Vice-President Research by the hiring party.

Compensation Ranges:

- Please note that compensation for all PDFs must be congruent with the regulations set forth by the appropriate federal granting agency.
 - A PDF in an NSERC discipline must be paid a minimum of \$25,000 per annum according to NSERC regulations.
 - A PDF in a SSHRC discipline may receive up to \$31,500 per annum according to SSHRC regulations.
 - A PDF in a CIHR discipline must receive a minimum of \$35,000 per annum according to CIHR regulations.

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.

Teaching:

- If a PDF is asked to teach during their tenure at UNB it is **required** that they be paid teaching stipends over and above the value of their fellowship. Teaching is not to be considered part of a PDF's normal duties. The Office of the Vice-President Research strongly supports the idea of PDFs teaching but requires that they are compensated properly for their efforts.

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 VP Research.

Recipients of an NSERC, SSHRC or CIHR Postdoctoral Fellowship Award:

- As a researcher at the University of New Brunswick, if you are approached by an individual who has been awarded one of the 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 for 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.