

1.0 Purpose

- 1.1 Postdoctoral Fellows are considered by UNB to be advanced research colleagues and must be given every opportunity to participate in the life of their department and faculty. As well, Postdoctoral Fellows must be given the opportunity to apply in open competition for faculty positions.

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 Postdoctoral Fellows are highly qualified individuals who are valued for their significant contributions to UNB's research environment.
- 3.2 A Postdoctoral Fellow 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 Postdoctoral Fellows 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 Postdoctoral Fellows do exist, these will take precedence over UNB policies outlined in this document.

4.0 Implementation

- 4.1 Recruitment and Selection of Postdoctoral Fellows: Though recruitment procedures for Postdoctoral Fellows may vary (for example, a Postdoctoral Fellow 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).

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

4.3 **TERMS AND CONDITIONS OF APPOINTMENT:**

- 4.3.1 An Offer of Appointment from the Vice-President (Research) must be forwarded to all Postdoctoral Fellows. This letter will outline clearly the terms of appointment, financial terms, and specific benefits offered to the Postdoctoral Fellow as well as information on the Postdoctoral Fellow's rights and responsibilities. The letter of the offer of appointment must include the following:

- 4.3.1.1 Position Title;
- 4.3.1.2 Commencement and termination dates of appointment;
- 4.3.1.3 Nature and extent of Postdoctoral Fellow's research involvement, including supervisor's or supervisors' expectations;
- 4.3.1.4 Remuneration, including specific description of source of funding—whether external, internal, or a combination of both;
- 4.3.1.5 Other benefits (for example, e-mail and computing services, listing in the telephone directory, office and laboratory space, library privileges, faculty parking, faculty athletic facilities privileges, etc.);
- 4.3.1.6 Any special conditions that may apply (for example, the availability of moving expenses funds, teaching responsibilities, etc.); and
- 4.3.1.7 A statement on authorship and intellectual property ownership issues.

- 4.3.2 A sample appointment letter is attached to this Policy as Appendix [III]. A copy of this Policy must be enclosed with the Appointment Letter and the prospective Postdoctoral Fellow should be advised that the Policy in its entirety applies to her/his appointment.

- 4.3.3 Acceptance of the appointment in writing by the Postdoctoral Fellow must be received by the University prior to the commencement of the Postdoctoral Fellow's term. As well, before taking up the appointment, the Postdoctoral Fellow 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 Postdoctoral Fellow is not a Canadian citizen or Landed Immigrant) is submitted to the Human Resources and Organizational Development Office.

- 4.3.4 Postdoctoral Fellows may be awarded to international candidates. International Postdoctoral Fellows must apply at a Canadian Embassy/Consulate in their country for permission to take up a Postdoctoral Fellow position in Canada. In order to apply for permission they need a confirmation of the offer from the Vice-President (Research). It should be kept in mind that international Postdoctoral Fellows 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 Postdoctoral Fellow must apply for a S.I.N.
- 4.3.5 Though a completed doctoral degree is required before Postdoctoral Fellows 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.
- 4.3.6 A Postdoctoral Fellow who is a holder of an NSERC award will normally work on a UNB faculty member's research program; thus, the Postdoctoral Fellow is directly responsible to a faculty member. A Postdoctoral Fellow 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.
- 4.3.7 Postdoctoral Fellows are expected to adhere to all applicable UNB Policies.
- 4.3.8 The supervisor(s) should give reasonable notice (normally 3 months) to a Postdoctoral Fellow 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.
- 4.3.9 The University of New Brunswick retains the right to terminate this fellowship in the event that one of the following:
- 4.3.9.1 funding from the granting agency ceases;

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- 4.3.9.2 the two parties (yourself and UNB) terminate their association by mutual agreement;
 - 4.3.9.3 either party reneges on the satisfactory performance of those duties specified in this letter; or
 - 4.3.9.4 the activities of the Postdoctoral Fellow become subject to the requirements of a Canadian Department of Foreign Affairs and International Trade Export and Import Control (DFAIT).
 - 4.3.10 The Office of the Vice-President (Research) is responsible for providing information to Department/Faculties and to Postdoctoral Fellows on institutional policies and procedures; this office will develop a booklet that will outline UNB's Postdoctoral Fellow Policy and provide pertinent and practical information.
 - 4.3.11 A registry of Postdoctoral Fellows will be established by the Office or Vice-President (Research), including documentation provided by the Office of Human Resources. All appropriate documentation (appointment letter; c.v.; S.I.N.; employment authorization for non-Canadian Postdoctoral Fellows; letter of acceptance; and any other relevant information) should be submitted to and maintained by the Office of the Vice-President (Research).
- 4.4 REMUNERATION:
- 4.4.1 Funding for Postdoctoral Fellows is normally provided from sources other than UNB's operating budget. Postdoctoral Fellows 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.
 - 4.4.2 In establishing the amount of each award, the University will strive for consistency and use the current rates of NSERC and SSHRC Postdoctoral Fellow 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 Vice-President (Research).
 - 4.4.3 Postdoctoral Fellows 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 Postdoctoral Fellow is to hold the award. This Recommendation Form will be forwarded to the Office of Vice-President (Research) for approval before it is forwarded to the Office of Financial Services. It must be accompanied by a copy of a signed letter of offer and, for international Postdoctoral Fellows, an employment authorization form. This will ensure that the Postdoctoral Fellow will be assigned an Datatel Identification number.
- 4.5 BENEFITS:

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- 4.5.1 Postdoctoral Fellows are not considered employees of UNB and are not eligible for UNB faculty fringe benefit plans. Payments to Postdoctoral Fellows will be considered fellowship rather than employment income for income tax purposes.
- 4.5.2 Postdoctoral Fellows 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. Postdoctoral Fellows 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. They may apply to the Office of Financial Services to participate in the UNB student health plan in which case they will be charged the appropriate rate. Medical and dental insurance coverage costs are subject to negotiation with the Postdoctoral Fellow's supervisor(s).
- 4.6 **TEACHING:** It may be possible for (and, indeed, UNB would encourage) Postdoctoral Fellows 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, Postdoctoral Fellows must be compensated (in addition to the compensation specified in the 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.
- 4.7 **GRIEVANCES AND COMPLAINTS:** In the first instance, problems should be resolved by the Postdoctoral Fellow 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 Vice-President (Research).
- 4.8 **ETHICS:** Postdoctoral Fellows must ensure that any human and/or animal research is covered under the appropriate UNB guidelines.
- 4.9 **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. Postdoctoral Fellows 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 Postdoctoral Fellow and the University, Postdoctoral Fellows will retain ownership of all intellectual property rights in their work (solely when the Postdoctoral Fellow has created it individually and jointly when it has been created by the joint efforts of the Postdoctoral Fellow and one or more members of the University), except for certain

specific cases such as, for example, where a Postdoctoral Fellow 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 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 sjd@unb.ca.