

POLICY ON POSTDOCTORAL FELLOWS

Preamble:

Laurentian University considers Postdoctoral Fellows (PDF) to be an important part of the University Community who can contribute significantly to the institutional research activities and excellence. Therefore, the University makes opportunities and facilities available to qualified researchers so that they can continue advance their study and research under guidance of Laurentian faculty. This policy takes into consideration the Tri-Council Policies as agreed to in the Agreement on the Administration of Agency Grants and Awards by Research Institutions.

1. Responsibilities of Both Parties:

The University has a responsibility to offer PDFs official status at Laurentian, to enhance the value of their experience, and to make services available to meet their needs. Laurentian University must also exercise due diligence in ensuring that PDFs on campus are known to the University community and they and their families can be reached in case of emergency.

The University, in return, expects that Postdoctoral Fellows will comply with University policies and regulations, and will recognize their affiliations with the University in their publications and in their participation in scholarly meetings. Policies such as research integrity, conflict of interest, intellectual property, research ethics, Biosafety, animal care, harassment and discrimination policies are examples of policies to which to adhere. They must also follow and respect the Tri-Council Agreement on the Administration of Agency Grants and Awards by Research Institutions.

2. Definitions and terms of appointment:

A PDF is defined as one who meets the following criteria:

- has been awarded a doctoral degree or the foreign equivalent within the last seven (7) years,
- the appointment is temporary and supported by either a fellowship or other type of external funding,
- the appointment involves primary full-time research,
- the appointment is viewed as preparatory for an academic and/or research career,
- the appointee is pursuing research activities under the supervision of a Laurentian faculty member.

3. Appointment:

Appointments of PDFs are made by the Vice-President, Research following consideration of a recommendation by a Laurentian faculty member. The recommendation must include the following:

- a completed application form requiring the information on the project title, duration of the appointment, financial support, description of the academic support (such as laboratory access, office, phone, fax, etc.) and local personal contact information,
- curriculum vitae of the PDF,
- a copy of the PDF's doctorate diploma.

The application must be signed by the faculty member indicating agreement to the support indicated. The recommendation should be sent to the Vice-President, Research at least **one month** prior to the expected date of appointment for consideration. A letter of appointment will be issued and will include information on the duration of the appointment, the amount and nature of the compensation and any services or benefits.

Following the letter of appointment and upon arrival of the PDF, the new appointees will receive a Datatel i.d. number and copies of University policies (including rights and responsibilities of postdoctoral fellows, as explained in this policy. Arrangements will be made for PDFs to be issued an e-mail address and identification card.

4. Immigration:

4.1. Upon receipt of appointment documentation from the University, a PDF who is not a Canadian citizen or permanent resident is responsible for obtaining all necessary immigration authorization.

4.2. Upon arrival in Canada, a PDF who receives funding through the University must apply for a social insurance number.

4.3. Faculty should be aware of restrictions placed upon the recruitment of PDFs by Employment and Immigration Canada (EIC). As of February 21, 2015:

4.3.1. A new \$230 Employer Compliance Fee is levied for any work permit issued for LMIA-exempt foreign workers (visiting scholars, post-doctoral fellows and visiting graduate students coming to Laurentian to conduct research fall into this category). The fee is payable online and must be submitted by the employer (in this case, Laurentian University) prior to the work permit application being made by the foreign worker. The fee is also payable for any renewal applications.

4.3.2. A new form known as (IMM 5802) must be completed with employer and job information. The Office of Research Services can help to complete this form.

4.3.3. The form and receipt must be filed electronically with EIC in advance of the work permit application.

4.3.4. If the incoming PDF is being funded by their home country or is self-funded, Laurentian University requires that the PDF pay the University for the processing of the form prior to its submission. Alternatively, a Laurentian University faculty member can pay for the \$230 fee.

5. Services:

PDFs have access to the various services and facilities offered by the University, including the Library, Research Services, Computer Services, and access to the Athletic Facilities and Parking permits all at the standard rates for University faculty. The letter of appointment will include the details of the services. Health insurance programs are available at applicable rates, subject to citizenship and funding.

6. Financial Support:

It is understood that PDFs can receive financial support from a Laurentian faculty's grants or from an external funding source. When PDFs hold direct financial support from an external agency, the restrictions and regulations of these granting agencies must be observed. There is no set range for the financial support of PDFs but current, competitive rates are expected. Tri-Council agencies' Fellowships are useful guides.

7. Scholarly Contributions:

7.1. PDFs should be appropriately recognized for their contributions in publications of research or development of patentable or licensable products. At the start of a PDF's appointment, the Supervisor should establish a clear understanding of the PDF's rights and obligations under all applicable University policies.

7.2. PDFs should be encouraged to present their work and publish the results of their research completed before and during their PDF appointment. Timely dissemination of research at scholarly meetings and in publications is considered good professional development. Prior to the commencement of a PDF appointment, a PDF should disclose to his or her supervisor the anticipated time for dissemination of work conducted prior to the PDF appointment.