**FOR POSTDOCTORAL FELLOWS WITH UBC SALARY (full or partial)**

**(UBC Employee – options for <50% and >50% Full Time)**

*Last updated October 9, 2024 by Faculty Relations. For assistance, contact fr@exchange.ubc.ca*

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Postdoctoral Research Fellow

**Department/School:** of XX

**Faculty**: XX the **Vancouver/Okanagan** Campus

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Salary for Period of Appointment:** $ XX

**[if applicable] Fellowship for Period of Appointment:** $ XX

**Appointment**

This appointment is subject to the approval of the Board of Governors and [**if applicable**] Immigration, Refugees & Citizenship Canada. The terms and conditions are as follows:

With your interest in the subject of [XXX], I believe that you will find this further training to be helpful to you.

Your appointment is funded, at least in part, from funds external to the University’s general purpose operating budget. In the event that these funds cease to be available, your appointment will be terminated. Should you receive a fellowship during the period of your appointment, the amount of your regular salary ($ XX per month) for the period of the appointment and any corresponding statutory payments (including, but not limited to, contributions to CPP and EI) may be reduced pursuant to the amount of the fellowship. If such a reduction occurs, in recognition of this, the corresponding amount of time dedicated to university-funded research will be reduced accordingly. [**if applicable**: In addition to your University of British Columbia (UBC) salary noted above you are in receipt of fellowship earnings [**enter source**] in the amount of **XXX**/month or per year and which is administered by UBC **or paid to you directly.]**

Your hours of work are as follows: [set out the regular schedule of hours of work established including scheduled coffee and lunch breaks].

If overtime is required, [set out the procedure where overtime must be approved by the supervisor in advance].

Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance appraisals and compliance with University of British Columbia agreements and policies.

**Responsibilities**

Your duties will include: [insert description of each bullet item; set out as applicable]

Your [Head/Director/Dean] may assign formal teaching duties for which you will receive an offer and concurrent appointment as a Postdoctoral Teaching Fellow with additional compensation. All duties and responsibilities shall be carried out under the direction of your supervisor. Performance of assigned duties and responsibilities shall be subject to evaluation by your [Head].

You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to become familiar with the UBC Respectful Environment Statement for Students, Faculty and Staff.[[1]](#footnote-1) The statement reflects our core values of mutual respect and equity, and promotes a safe, caring, and respectful campus community. UBC holds all staff, faculty and students accountable for carrying out their duties and responsibilities in accordance with this Statement.

[In the case of foreign academic insert]

**Work Permit (under an LMIA Exemption)**

As a foreign academic, it is your responsibility to ensure that you are legally entitled, pursuant to Immigration, Refugee & Citizenship Canada (IRCC)’s requirements, to work at UBC. You must obtain a temporary work permit prior to the start date of your appointment at UBC. If your temporary work permit is not valid prior to your start date, then you must provide proof that you have applied for a new work permit that confirms that you have maintained your legal status in Canada. As a temporary foreign worker you are entitled to the same employment rights and workplace protections as Canadians and permanent residents[[2]](#footnote-2). Please visit the Human Resources website[[3]](#footnote-3) for general immigration information. If you have questions about immigration, please contact (the appropriate person in the unit-enter name) or Housing & Relocation Services (UBCV)[[4]](#footnote-4) or Faculty Relations and Immigration Consultant (UBCO)[[5]](#footnote-5). You are eligible for an LMIA Exempt work permit, which means you can apply for a work permit under the International Mobility Program. In order to apply for your work permit you will need an Offer of Employment number, which our office will provide to you separately after you return your signed accepted offer letter.

**Compensation**

**Benefits:**

If you are eligible for benefits you will also receive a task in the Workday portal to enroll for benefits. Information on benefits eligibility is found on the Postdoctoral Fellow page on the Human Resources website[[6]](#footnote-6). [**If appointment does not meet the eligibility criteria insert**: Note that as your appointment does not meet the salary and appointment criteria for benefits, you are eligible only for Workers Compensation Benefits and statutory leaves.]

**Vacation Entitlement:**

Vacation entitlement is two weeks per year (this is the minimum, but more could be provided) with salary and benefits. Individuals must take any holidays to which they are entitled within the contract period or prior to any other agreed termination date. Vacation should be taken in the year it was earned. [Note as of 5 years continuous employment at UBC the vacation entitlement is increased to 3 weeks – update letter accordingly if the appointee has reached the 5-year employment mark]

**Orientation:**

As an ongoing UBC community member, we encourage you to explore the Postdoctoral Fellow information on the Human Resources website[[7]](#footnote-7), if you have not already. Additionally, an online orientation for UBC Vancouver[[8]](#footnote-8) **or** UBC Okanagan[[9]](#footnote-9) is available. If you are also in receipt of a fellowship please note in particular the information specific to Postdoctoral Fellows Award Recipients[[10]](#footnote-10).

**Postdoctoral Fellow Office (PDFO)/College of Graduate Studies (CoGS):**

The PDFO (Vancouver)/CoGS (Okanagan) are excellent resources for information regarding orientation as well as information on professional development opportunities and Awards & Funding. Please visit the website[[11]](#footnote-11), where you can find a handbook for postdoctoral fellows and other useful links.

**Safety & Risk Services:**

All UBC employees must complete mandatory courses to meet legislative and UBC requirements. These courses are included in the Workday onboarding process. If you have not yet completed them refer to the information on the UBCV Safety and Risk Management Website[[12]](#footnote-12) or UBCO Health, Safety and Environment Website[[13]](#footnote-13).

**Full Agreement**

This letter constitutes the full terms of our employment offer and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, your employment will be governed by UBC procedures and UBC policies[[14]](#footnote-14), noting in particular Policy AP10 on Postdoctoral Fellows, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, and Policy SC3 on Conflict of Interest and Conflict of Commitment. The procedures and policies may be amended from time to time and such amendments are binding upon you.

All paragraphs and covenants contained in this Agreement are severable, and in the event that any of them is held to be invalid, unenforceable or void by a court of a competent jurisdiction, such paragraphs or covenants shall be severed and the remainder of this Agreement shall remain in full force and effect.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than [date] to (insert name, title). Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

My colleagues and I are delighted at the prospect of you joining the Department. We believe that you are an exceptional academic who will bring much to our Department. We, in turn, are confident we have a great deal to offer you in terms of collegiality and intellectual community.

Sincerely,

XXX

(Name)

Head of Academic Unit

I have read and understand the terms of appointment set out in this letter, and I accept the above offer of employment with the University of British Columbia.

**[Print** **Name**] Date of Acceptance

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>.<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01> [↑](#footnote-ref-2)
3. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-4)
5. contact Trisha Kasawski [↑](#footnote-ref-5)
6. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-2> [↑](#footnote-ref-6)
7. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-2> [↑](#footnote-ref-7)
8. <https://wpl.ubc.ca/browse/orientation-and-onboarding/courses/wpl-nuvoc> [↑](#footnote-ref-8)
9. https://canvas.ubc.ca/courses/69957/ [↑](#footnote-ref-9)
10. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-4> [↑](#footnote-ref-10)
11. <https://www.postdocs.ubc.ca/> (UBCV) or <https://gradstudies.ok.ubc.ca/postdocs/> (UBCO) [↑](#footnote-ref-11)
12. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-12)
13. <https://hse.ok.ubc.ca/> [↑](#footnote-ref-13)
14. [universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/](https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/) [↑](#footnote-ref-14)