**TEMPLATE LETTER OF OFFER**

**FOR POSTDOCTORAL FELLOWS WITH UBC SALARY**

**(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:

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 can add**] 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 $ XX/month or per year and these will also be administered by UBC.

[**Additional language if the individual has not been awarded their PhD as of the date of offer:** In order to hold a postdoctoral appointment, you must have received your PhD as of the start date of your appointment at UBC. This offer is contingent upon your being awarded your PhD**. (If the individual will not have received their PhD by the start of their UBC appointment, please contact Faculty Relations)]**

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**].

Initially, you will be given a 3-month probationary period during which your employment could be terminated at any time. Continuation of employment beyond this probationary period will be dependent on satisfactory performance, availability of funds and compliance with UBC policies. Reappointment is at the discretion of the University and factors including availability of funds, satisfactory performance appraisals and compliance with UBC agreements and policies.

**Responsibilities**

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

As a new Postdoctoral Research Fellow at UBC, you are required to present to your department original documentation to confirm (1) your identity and (2) completion of your **[PhD or MD]**, and (3) your eligibility to be employed in Canada (i.e. a valid social insurance number and, if applicable, supporting documentation from Immigration, Refugees & Citizenship Canada (IRCC).

[**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 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 your start date will be changed to reflect the issuance date of your temporary work permit. 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 & Onboarding**

**Personal Information & Benefits:**

Onboarding is done online via UBC’s Workday portal[[6]](#footnote-6), where you will enter personal information and provide tax and direct deposit information.

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[[7]](#footnote-7). [**If an 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.

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various system & services, including the Workday portal[[8]](#footnote-8).:

* If you were previously issued a CWL account for any reason please sign onto www.myaccount.ubc.ca to check if your employee ID number is in the list of affiliations. If it is not, contact IT Services at 604.822.2008 to have them affiliate your employee ID number.
* If your employee ID number is already affiliated there is nothing further to do.
* If do not have any type of CWL one will be automatically generated for you. Please look out for an automated email with further instructions.

We encourage you to review your information in Workday[[9]](#footnote-9) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**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:**

Before you arrive at UBC, it is important that you take time to familiarize yourself with your obligations at UBC and the benefits and amenities of the campus and surrounding area. To ensure you have a smooth transition to UBC, please review the Postdoctoral Fellow information on the Human Resources website[[10]](#footnote-10). **Note: For UBC Okanagan Postdocs include** [Please take some time to review the orientation found online[[11]](#footnote-11)]. If you are also in receipt of a fellowship please note in particular the information specific to Postdoctoral Fellows Award Recipients[[12]](#footnote-12).

**Online Orientation:**

As a new member of the UBC community, we encourage you to explore online information to help you get started in your new position. The online orientation is designed to walk you through the orientation process, as well as to help you learn more about UBC and the resources and opportunities available to you.

**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[[13]](#footnote-13), 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 and further information on these and other courses can be found on the UBCV Safety and Risk Management Website[[14]](#footnote-14) or UBCO Health, Safety and Environment Website[[15]](#footnote-15).

**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[[16]](#footnote-16), 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>. [↑](#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](mailto:trisha.kasawski@ubc.ca) [↑](#footnote-ref-5)
6. <https://myworkday.ubc.ca/> [↑](#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. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-8)
9. <https://irp.ubc.ca/> [↑](#footnote-ref-9)
10. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-2> [↑](#footnote-ref-10)
11. <https://canvas.ubc.ca/courses/69957/> [↑](#footnote-ref-11)
12. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-4> [↑](#footnote-ref-12)
13. <https://www.postdocs.ubc.ca/> (UBCV) or <https://gradstudies.ok.ubc.ca/postdocs/> (UBCO) [↑](#footnote-ref-13)
14. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-14)
15. <https://hse.ok.ubc.ca/> [↑](#footnote-ref-15)
16. [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-16)