**TEMPLATE LETTER OF OFFER**

**FOR POSTDOCTORAL FELLOWS AWARD RECIPIENT**

**(Non-University Funds/External Funds)**

*Last updated March 10, 2023 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. With your interest in the subject of **[XXX]**, I believe that you will find this further training to be helpful to you.

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date

**Receiving funding directly from**: [XXXX]

**Appointment**

This appointment is subject to the approval of the Board of Governors and [**if applicable**] Immigration, Refugees & Citizenship Canada.

As a trainee, you will work independently under the mentorship of your supervisor. You will consult with your supervisor regarding hours and days of work to ensure that sufficient progress in your research is made. 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.

[**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)]**

Initially, you will be given a 3-month probationary period during which your appointment could be terminated at any time. Continuation of your appointment beyond this probationary period will be dependent on availability of funds, compliance with University of British Columbia policies and satisfactory performance. Reappointment is at the discretion of the University. Note that this is an honorary appointment with no earnings from the University. [**if applicable** However, as you are aware, you are in receipt of funding from **Name of Organization**].

**Responsibilities**

The nature of the research to be undertaken includes:

**[insert description of each bullet item]**

Your **[Head/Director/Dean]** may assign formal teaching duties for which you will receive an additional 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 [**supervisor/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. [[2]](#footnote-2) 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.

**[In the case of a 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 rights and workplace protections as Canadians and permanent residents[[3]](#footnote-3). Please visit the Human Resources website[[4]](#footnote-4) 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)[[5]](#footnote-5) or Faculty Relations and Immigration Consultant (UBCO)[[6]](#footnote-6). 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.

**Onboarding Information**

**Personal Information & Benefits:**

Onboarding is done online via UBC’s Workday portal[[7]](#footnote-7), 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[[8]](#footnote-8).

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various systems & services, including the Workday portal[[9]](#footnote-9).

* If you previously 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[[10]](#footnote-10) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Time Off**

As you are not an employee of the University, you are not entitled to vacation payment from the University. However, should you wish to request vacation time off, please make arrangements with your Supervisor.

**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[[11]](#footnote-11). **Note: For UBC Okanagan Postdocs include** [Please take some time to review the orientation found online[[12]](#footnote-12)]. If you are also in receipt of a fellowship please note in particular the information specific to Postdoctoral Fellows Award Recipients[[13]](#footnote-13).

**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[[14]](#footnote-14), 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[[15]](#footnote-15) or UBCO Health, Safety and Environment Website[[16]](#footnote-16).

**Full Agreement**

This letter constitutes the full terms of our offer of appointment and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, your appointment will be governed by UBC procedures and UBC policies[[17]](#footnote-17), 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 appointment with the University of British Columbia.

[**Name**] Date of Acceptance

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-2)
3. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>. [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-4)
5. <https://hr.ubc.ca/careers-and-job-postings/relocation-services> [↑](#footnote-ref-5)
6. contact [Trisha Kasawski](mailto:trisha.kasawski@ubc.ca) [↑](#footnote-ref-6)
7. <https://myworkday.ubc.ca/> [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-2> [↑](#footnote-ref-8)
9. To access the self-service portal with your CWL, visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-9)
10. <https://irp.ubc.ca/> [↑](#footnote-ref-10)
11. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-2> [↑](#footnote-ref-11)
12. <https://canvas.ubc.ca/courses/69957/> [↑](#footnote-ref-12)
13. <https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/faculty-titles-ranks-and-descriptions-4> [↑](#footnote-ref-13)
14. <https://www.postdocs.ubc.ca/> (UBCV) or <https://gradstudies.ok.ubc.ca/postdocs/> (UBCO) [↑](#footnote-ref-14)
15. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-15)
16. <https://hse.ok.ubc.ca/> [↑](#footnote-ref-16)
17. universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/ [↑](#footnote-ref-17)