



Postdoctoral Fellows (PDF)

Postdoctoral Fellows (PDF) employment contracts are an academic appointment that can be domestic or international. Both employment categories are part of the bargaining unit that is represented by Public Service Alliance of Canada (PSAC). Expected hours of work 35hrs/wk.



Minimum Salary is set in accordance with Appendix A of the [collective agreement](#)

Fringe Benefits will be 10% of base salary plus an annual Health Spending Account (H.S.A) of \$1300

- PhD is a requirement for the position.
- A postdoctoral appointment is obtained within the first five years after being awarded that degree.
- An appointment is normally for one year or more and can be renewed up to a maximum of six years beyond the completion of a PhD.
- A postdoctoral appointment is for a temporary period of mentored research to acquire the competencies for an independent research-intensive career.
- May be engaged in teaching (maximum of 2 three credit courses per Academic Year).

Conditions

Position Approval

Offer

Onboarding

Steps	Description
Position Approval	Supervising Professor or Principal Investigator are to ensure new position or position replacement meets the above conditions of employment.
<input type="checkbox"/>	Ensure Research funding will financially support the cost of a 12-month contract in accordance with the PSAC agreement. (salary & benefits) Note: A renewal appointment can be less than 12months in duration.
<input type="checkbox"/>	Discuss requested hire with Faculty Dean.
<input type="checkbox"/>	If a preferred candidate has been identified for the postdoctoral appointment, the PI is required to complete the online Mach Form to initiate the hiring process and gain approval.
<input type="checkbox"/>	A copy of the Mach Form will be sent to the Recruitment Specialist & supporting Faculty Administrator for review.
<input type="checkbox"/>	Recruitment Specialist will review form details and take appropriate action. Supporting Faculty Administrator will confirm the availability of research funding and confirm Dean approval.
<input type="checkbox"/>	Once the Faculty Administrator has confirmed Dean approval a letter of invitation will be issued to the postdoctoral candidate. The letter of invitation template will be provided to the Faculty Administrator and supervisor for completion. It is the PI responsibility to ensure that the postdoctoral fellow is informed of the job expectations, duties, and responsibilities. The respective letter of invitation should outline the expectations of the postdoctoral appointment.
<input type="checkbox"/>	International PDFs – the HR Admin team will request a Labour Market Impact Assessment (LMIA) employer exemption number. This number should be included in the letter of invitation. This letter can be used to assist the candidate in their request for a work permit.

		<p>PI should ensure the postdoctoral candidate is aware of the following resources for Newcomers to Canada. This can be provided in advance of postdoctoral arrival to Canada.</p> <p>Domestic PDFs – will only receive a letter of invitation in accordance with the collective agreement.</p>
	Offer	Limited Term contract of employment – EPAF Transaction
<input type="checkbox"/>		<p>Domestic PDFs Faculty Admin will contact limitedterm@ontariotechu.ca to request a banner ID for the creation of the employment contract.</p>
<input type="checkbox"/>		<p>International PDFs Upon arrival to Canada the PI will advise the Faculty Administrator of the arrival date and ensure a copy of the work permit is sent for review prior to contract creation.</p> <p>Please Note: A Visa is not a Work Permit. A Work Permit is usually granted at Boarder Services.</p> <p>Once the work permit has be validated, the supporting Faculty Administrator will request a Banner ID from limitedterm@ontariotechu.ca for the creation of the employment contract.</p>
<input type="checkbox"/>		The supporting Faculty Administrator will create the appropriate EPAF contract.
<input type="checkbox"/>		The Recruitment Specialist will approve the EPAF transaction.
<input type="checkbox"/>		A copy of the signed contract will be forwarded to limitedterm@ontariotechu.ca
	Onboarding	<p>Faculty Administrator is responsible to send all appropriate new hire documents for completion: Completed Payroll Documents to be sent to payroll@ontariotechu.ca IT Request Setup Form Mandatory Training Checklist</p>
<input type="checkbox"/>		<p>School of Graduate and Postdoctoral Studies Supervising Professors should ensure that the postdoctoral candidate has access to the following information to assist throughout their appointment at ON Tech University.</p>