



Post-Doctoral Fellows

University Policy No: HR6310
Classification: Human Resources
Approving Authority: Vice-President Research and Innovation
Effective Date: December 2023

Academic Unit means the Faculty, Department or School, or Division of a Faculty Member who is supervising a Post-Doctoral Fellow, as appropriate in the context.

Scope

3.00 This policy applies to all Faculty Members, PDFs, the University of Victoria, and the relationships between them.

Policy

4.00 Relationship Between Post-Doctoral Fellows and the University

There are two appointment categories for PDFs:

- 1) **Internal PDF:** A PDF whose salary is paid from funds held by a university Faculty Member or from the university's financial resources, or a combination of the two, will be appointed as an Internal PDF. An Internal PDF is supervised by one or more Faculty Members, is an employee of the university, and holds an appointment as a PDF at the university.
- 2) **Award Recipient PDF:** A PDF who has secured funding from a Funding Agency which is external to the university and who is paid mainly from such funding will be appointed as an Award Recipient PDF. An Award Recipient PDF is not a university employee. They are members of the university community who work independently under the mentorship of one or more supervising Faculty Members at UVic. Use of the university's facilities to manage and account for an Award Recipient PDF's funding, including processing of payroll or fellowship payments and administration of benefits, does not alter the status of an appointment as an Award Recipient PDF. Guidelines for the benefits eligibility for Award Recipient PDFs who are also are provided in Procedures for the Appointment of Post-doctoral Fellows.

5.00 Unless otherwise specified, both Internal and Award Recipient PDFs will be referred to in this policy simply as PDFs.

Post-Doctoral Fellows Appointment Eligibility Terms and Conditions

6.00 The PDF will have completed a PhD prior to commencing their appointment.

7.00 The appointment of a PDF is normally for a term of up to three years, with the possibility of renewal for up to a further three years. s are dependent ~~six~~ years past the date of their PhD. An exception to this

9.00 PDFs are required to comply with all regulations and policies of all Funding Agencies

RELATED POLICIES AND DOCUMENTS

[Conflict of Interest and Confidentiality GV0210](#)

[External Research Funding Agreements RH8200](#) and associated procedures

[Intellectual Property GV0125](#)

[Protection of Privacy GV0235](#)

[Procedures for the Management of Personal Information](#) (see [Protection of Privacy GV0235](#))

[Research Policy RH8100](#)

[Acceptable Use of Electronic Information Resources IM7200](#)

[Policy on Scholarly Integrity AC1105A](#) and [AC1105B](#)

15.00 All forms of relocation assistance are subject to the income tax laws of Canada.

Benefits

16.00 Internal PDFs with appointments of at least 35 hours biweekly (0.5 FTE) and with a duration of at least one year are eligible at the time of appointment to enroll in the Medical and Extended Health Benefits Plan and Dental Plan effective from the first of the month following appointment. PDFs will enroll in benefits plans as indicated below by using the University benefit enrolment procedures and will be responsible for the

Employee's portion of the cost () J-1 de 2.7 (qu B) 2 (e(r)-6 (ocd o) 10.5 (f)-6.6 o d[P] 2(om)-6 (e (i) 2.6 ol) 1

Self-identifying Indigenous Internal PDFs are eligible for a leave of absence without loss of pay of up to 0.5 (t)-frsp(er48.9 (cs)-2 nal)2.6 endaer48.9 (ys)-2 eaer48.9 ,f0.5 (t)-fttndaang l ndgenouscs

Termination of Employment due to Insufficient Funds

- 27.00 Where the terms of employment of an Internal PDF include an option to renew, and where the Faculty Member has insufficient funds to renew the employment of the PDF, it is the responsibility of the Faculty Member to terminate the employment of the PDF by providing at least three months' written notice, or pay in lieu of notice, to the PDF. The Faculty Member is responsible for any financial costs related to termination.
- 28.00 During their appointment period, PDFs are eligible to:
- (a) hold university identity cards that provide access to library facilities;
 - (b) be granted information systems access as necessary to their work;
 - (c) access programs offered by Learning and Teaching Support and Innovation;
 - (d) apply for and, upon payment of the required fees, use university athletic facilities on campus;
 - (e) receive career advice and job placement services offered by Career Services.
- 29.00 Before a PDF commences their appointment at the university, the Faculty Member must obtain documented proof of the PDF having completed their PhD, and that the PhD was completed within the five-year period immediately prior to the start of the appointment. Extensions of this five-year period for leaves are as described in the Policy.
- 30.00 Faculty Members are required to comply with Canadian immigration requirements where a PDF is neither a Canadian citizen nor a permanent resident of Canada. It is the responsibility of the Faculty Member to provide a PDF with a confirmation letter (in most cases the Letter of Offer) that will establish the relationship between the PDF and the Faculty Member and enable the PDF to obtain the required federal immigration and employment permits and visas. The Immigration Coordinator and PDF Administrator will facilitate these processes. If further assistance is required with immigration requirements, the Faculty Member should seek guidance from the federal agency responsible for immigration and citizenship.
- 31.00 Academic Units shall act as the primary point of contact between the PDF and the university. The Academic Unit shall make reasonable effort to include PDFs in the orientation and information sessions that are normally made available to new faculty and staff. The Faculty Member is responsible for ensuring that the PDF has received the training from [Occupational Health and Safety](#) that is relevant to their research.
- #### Violation of University Policies and Procedures
- 32.00 An allegation of a violation of a university policy by either the PDF or supervising Faculty Member should be made as indicated within the relevant policy or procedure and will be addressed according to the relevant university policies and procedures.
- #### Dispute Resolution Procedures
- 33.00 If a dispute arises with regards to the terms and conditions of the employment, appointment of the PDF, or the mentor/mentee relationship, such matters must be dealt with by the relevant parties in the first instance, namely, the Faculty Member and the PDF.

It is the responsibility of the Faculty Member to ascertain whether a resolution of the dispute can be accomplished as soon as possible following the identification of the dispute.

34.00 If the Faculty Member acting as supervisor and PDF are unable to resolve the dispute the following dispute resolution process should be used:

- (a) The unresolved dispute should be brought to the attention of the head of the Academic Unit who will assist with dispute resolution (if the head of the Academic Unit is not the supervisor).
- (b) Where the dispute is not resolved at the Academic Unit level, it may be submitted to the Dean (if the Dean is not the supervisor or the head of the Academic Unit).
- (c) Where the dispute is not resolved by the Dean, it may be submitted to the PDF Administrator in the Office of the Vice-President Research and Innovation, who will engage in a dispute resolution process that includes the opportunity for written submissions from each party and/or mediated discussions between the parties.
- (d) Where the dispute is not resolved by the PDF Administrator-mediated process, the Vice-President Research and Innovation may act to resolve the problem, including the delegation of this authority to an Associate Vice-President Research.
- (e) The decision of the Vice-President Research and Innovation is final within the university.