Date

Name

Address

Dear Name,

I am pleased to offer you an appointment as a Postdoctoral Fellow (PDF) with the Department of XXXX, University of Saskatchewan. With your background and interest in the subject of XXXX, I believe you will find this opportunity for further training to be very beneficial.

## Position

Your position is in-scope of the Public Service Alliance of Canada, Local 40004 (PSAC). Your appointment will be for a term of up to XX year(s) and will start on begin date, or date of immigration, whichever is later, with an expected end date of end date. There may be a possibility of extending this appointment for up to XX additional years (to a maximum of five years from the date of receiving your Ph.D.), contingent upon, but not limited to, satisfactory research progress, compliance with the guidelines for academic conduct, the availability of funds, and Work Permit limitations. **This letter includes important information about your subsequent immigration processes. Please read the entirety of this letter carefully.**

The primary purpose of your appointment as a PDF is to gain additional research experience and to develop and expand your skills and knowledge to become an independent investigator.  It is expected that you will be engaged in research projects that provide the challenge necessary for intellectual growth. During the term of your engagement you will be expected to:

* Advance your education through various learning opportunities, both formally through the taking of courses, and informally through projects and research activities, which will be determined in collaboration with your supervisor;
* Develop your skills by participating in the research projects of your supervisor;
* Publish any original research results obtained during your tenure in appropriate journals and other recognized media; and
* Attend scientific conferences agreed between you and your supervisor to present your results (subject to the availability of travel funds).
* (Include as applicable any other duties and other expectations specific to the appointment and that will be discussed with PDF pursuant to article 15.01

## Remuneration

You will receive a salary of $XXXX per year, less statutorily required deductions. Your salary is provided through XXXX, which will be administered by the University of Saskatchewan Payroll Department. Your salary is payable twice a month, on the 15th and the last working day of the month, in accordance with the university’s standard payroll practices and will be paid through direct deposit. (Include as applicable any other funds available for conferences/relocation, etc.)

## Hours of Work

The normal hours of work shall be 37.5 hours per week, recognizing that the needs of the Postdoctoral Fellow and the needs of the Supervisor’s research program may require flexibility in the scheduling of the work. Please refer to the collective agreement for information about overtime provisions.

## (Only include the benefits section if the appointment is six months or longer and at least 0.5 FTE)

## Benefits

You are eligible for the following group benefits:

* Family Extended Health Care Plan
* Family Dental Plan
* Group Life Insurance Plan
* Business Travel Insurance

Premiums for all of the plans listed above will be paid by the supervisor with the exception of group life insurance, which is paid by the you (the employee).

Basic health care insurance is available without charge to residents of the Province of Saskatchewan, and you must register to be covered. Visit <http://www.ehealthsask.ca/HealthRegistries> for details.

## Sick Leave and Family Responsibility Leave

Upon commencement of employment, you will be credited annually with ten (10) days working days for the purpose of sick leave and/or family responsibility leave, pro-rated based on the length of appointment. You must notify your supervisor of your absence.

## Vacation

You will earn vacation at the rate of twenty (20) working days per year, pro-rated based on the length of appointment. Vacations are to be taken at such time or times as are mutually convenient to you and your supervisor. Annual vacation plans should be arranged with your supervisor.

## Probationary Period

Consistent with Article 16 of the collective agreement, you shall be considered to be on probation for the first three (3) months working in your appointment.

## Effective Date

The terms of this offer shall come into effect on your first day of employment in the position of job title with the department/college.

## Holding Research Funds

As a Postdoctoral Fellow at the University of Saskatchewan, you may have the opportunity to conduct independent research separate from but related to the research of your supervisor(s).  If you wish to pursue this opportunity, you must secure the consent of your supervisor and department head (or Dean in a non-departmentalized College).

## Immigration Guidelines

As a condition of commencing and maintaining this appointment, you require immigration authorization on an ongoing basis.  **You are solely responsible for obtaining all necessary immigration authorization documentation for you and your family members and paying all related fees.** TheUniversity of Saskatchewan cannot provide immigration advice regarding your application. This letter contains all the information the University is able to provide, prepared by University legal counsel. If you cannot determine how to apply for a Work Permit on your own, we suggest you seek independent legal advice or contact the nearest Visa Application Centre abroad: <http://www.cic.gc.ca/english/information/offices/vac.asp>.

**After you accept this letter of offer, do not apply for your Work Permit until you receive an email and further documentation from the University.** The University must first submit what is called an ‘Offer of Employment’ to ‘Immigration Canada’, which you need for your Work Permit application. Do not confuse this letter of offer with the official government ‘Offer of Employment’ we will later send.

Once you receive the ‘Offer of Employment’ from the University, it is your sole responsibility to apply for and obtain a Work Permit. See: <http://www.cic.gc.ca/english/work/apply-how.asp>. ‘Immigration Canada’ has a specific immigration category for Postdoctoral Fellows to obtain Work Permits and our email with the ‘Offer of Employment’ will have more information about this category. Depending on your circumstances, processing times vary considerably, so we encourage you to apply as soon as possible or your start date may be affected.

Depending on your country of citizenship, you may also need a Visa or Electronic Travel Authorization (eTA) to travel to Canada. Before you come to Canada, you must determine whether you need a Visa or eTA here: <http://www.cic.gc.ca/english/visit/visas.asp>. You may be issued a Visa or eTA with your Work Permit, but please ensure you have the Visa or eTA applicable to your situation prior to travel.

Also, depending on your circumstances, you may receive your physical Work Permit prior to coming to Canada, or you may be approved for one and have to obtain the physical Work Permit at customs on your entry to Canada. You must determine the process that applies to you, but you cannot begin work without a physical Work Permit. **You must email a scanned copy of your Work Permit to** [**hr\_immigration@usask.ca**](mailto:hr_immigration@usask.ca) ***before* commencing work.**

We highly recommend you do not book flights until you have your Work Permit, or letter from ‘Immigration Canada’ instructing you to obtain your work permit on entry into Canada, as well as all other necessary immigration documentation for you and your family members.

If you later decide to stay in Canada long-term, please know that the University cannot support Postdoctoral Fellows in their permanent residency applications through the Saskatchewan Immigrant Nominee Program (SINP), because Postdoctoral Fellows are not permanent full-time employees and therefore do not qualify for an SINP Job Approval Letter.

## Academic Guidelines

You are expected to comply with the guidelines for academic conduct as approved by University Council, which can be found on our website at: <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>.

All requirements for your name of degree degree are to be completed prior to the start date of your postdoctoral appointment. Please forward a copy of your transcripts or degree (with a translation if necessary) to me showing that your name of degree has been conferred. If the final degree has not been conferred, a statement of completion of studies from your home institution (Graduate Studies, Registrar’s Office or equivalent) is required. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral.

## Other Terms and Conditions

Your employment is subject to the terms and conditions set out in the collective agreement between the University of Saskatchewan and PSAC, Local 40004 (available online <https://working.usask.ca/agreements/psac/agreements/postdoctoral/psac-pdf-table-of-contents.php>), as well as the *Policy for Postdoctoral Fellows, University of Saskatchewan* (available online <http://policies.usask.ca/policies/research-and-scholarly-activities/postdoctoral-fellows.php>). All activities shall be conducted in accordance with University of Saskatchewan policies and procedures, as well as statutes pertaining to health, safety and environment.

As a condition of this appointment, you are required to sign a ‘Memorandum of Agreement’ regarding intellectual property.

This letter constitutes the full terms of our offer and supersedes all other commitments either written or verbal that may have been made to you by the University of Saskatchewan. I hope that you will accept this offer, and would appreciate knowing your intentions as soon as possible, but not later than date. Please sign the enclosed copy of this letter and return it to me to indicate your acceptance, and keep a copy of this signed letter for your own records. Please feel free to contact me if you have any questions or require assistance.

Sincerely,

Supervisor Name

Department of XXXX

University of Saskatchewan

cc Human Resources

I have read and understand the terms of appointment set out in this letter and I accept the above offer of appointment from the University of Saskatchewan.

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Name (Please Print) Date Signature

College of Graduate and Postdoctoral Studies confirmation

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Martha Smith, PhD Date

Acting Associate Dean

College of Graduate and Postdoctoral Studies

University of Saskatchewan

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