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 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, Work Permit and other immigration 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.  You will be engaged in research projects that provide the challenge necessary for intellectual growth. During the term of your engagement, you will have the opportunity 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).

***[***Add any additional items here]

## Remuneration

***(Insert this paragraph if the fellowship is coming 100% from outside sources and does not remain at USask if the PDF leaves the instution, but is administered by the University of Saskatchewan).*** You will receive a stipend of $XXXX per year, less statutorily required deductions. Your stipend is provided through a fellowship from XXXX, which will be administered by the University of Saskatchewan Payroll Department. This is not an employment contract and you are not entitled employment benefits through the University of Saskatchewan. Your stipend 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.)***

***(Insert this paragraph if the fellowship is not administered by the University of Saskatchewan)*** You will receive a stipend of $XXXX per year. Your stipend is provided through a fellowship from XXXX, which will be administered directly by XXXX. This is not an employment contract and because of the fact that your fellowship is provided from external sources, you are not entitled to employment benefits through the University of Saskatchewan. Any questions regarding your fellowship payment should be directed to XXXX. ***(Include as applicable any other funds available for conferences/relocation, etc.)***

## Health Coverage

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.

## Effective Date

The terms of this offer shall come into effect on your first day of appointment in the position of Postdoctoral Fellow with the department/college in Canada, which as further detailed below, is subject to immigration authorization.

## 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 your appointment, you require immigration authorization at all times, in order to legally work at this position in Canada. This work authorization will most likely be a temporary work permit.  When we receive your acceptance, you will be contacted regarding immigration by Katharine Fahlman-Smith, Director, Academic Recruitment and Immigration via email. The University will assist you in the work permit application process as able, and complete any University-side steps, but in Canada it is your sole responsibility as the worker to apply to obtain, and then maintain on an ongoing basis, the necessary immigration authorization to work at this position.

**After you accept this letter of offer, do not apply for your work permit until you receive the immigration email from Katharine Fahlman-Smith 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. Further, the fact that this immigration submission is called an ‘Offer of Employment’ does not make this an employment contract.

After receiving the email regarding immigration from Katharine, please commence the initial work permit application process as soon as possible. Immigration applications can have long processing times and are dependent on your country of citizenship and where you submit your application. Delays in submitting your initial work permit application can result in missed start dates. During the COVID-19 pandemic, significant delays and hurdles should be expected. Katharine’s email will speak to this further.

Once in Canada, delays in renewing your work permit can result in loss of authorization to work, so please contact Katharine and commence any work permit renewal process six months prior to the expiry date on your work permit.

Please provide Katharine with a copy of your work permit prior to commencing work, via email at [katharine.fahlman-smith@usask.ca](mailto:katharine.fahlman-smith@usask.ca).  If you are refused immigration authorization to work, initially or at any time during your appointment, you must inform our office immediately as you will have to cease work until the situation is resolved.

Do not book travel to Canada at this time.  The worldwide COVID-19 pandemic has significantly impacted Canada’s entry requirements with the situation changing rapidly.  Katharine’s email will speak to next steps regarding travel, once your work permit application is approved.

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 Express Entry or the Saskatchewan Immigrant Nominee Program (SINP), because Postdoctoral Fellows are not permanent full-time employees, this is not an employment contract, and this appointment does 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 PhD degree are to be completed prior to the start date of your postdoctoral appointment. Please forward a copy of your transcripts (with a translation if necessary) to me showing that your PhD 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.

## COVID-19 Health and Safety Requirements

The University of Saskatchewan has instated a number of health and safety requirements for faculty, staff, postdoctoral fellows and students in consideration of the COVID-19 pandemic. As of January 4, 2022, being [fully vaccinated](https://covid19.usask.ca/about/vaccinations.php#Vaccinationmeasuresforwinterterm) against COVID-19 is a condition of appointment and proof of vaccination will be required. The University will consider accommodations requests for individuals in accordance with the requirements of The Saskatchewan Human Rights Code, 2018. Please review these mandated protocols and associated procedures (subject to change at any time) prior to accepting this offer.

Proof of vaccination will be confidentially submitted via PAWS on or before your first day of appointment. Please do not submit proof of vaccination documents via other channels.

As a condition of this appointment and travelling to Canada to attend the University of Saskatchewan campus in person for this appointment, we require proof of vaccination status in compliance with University of Saskatchewan policies and then-current Canadian entry and airline requirements to allow you to fly into Saskatoon, be granted a quarantine exemption, attend at campus in-person and fly out of Canada at the end of your appointment.  Your vaccination status will be collected and kept confidential in accordance with the University of Saskatchewan Health and Safety Policy and related [COVID-19 Health and Safety Procedures](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicies.usask.ca%2Fdocuments%2Fcovid19-health-and-safety-procedures.pdf&data=04%7C01%7Cb.cavanaugh%40mckercher.ca%7Cf12e1c644fc3449aff0608d9998dbd7f%7Ca20164c44b2241179dc49bad18760da2%7C0%7C0%7C637709656305893370%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PgNSUWK0zPt4HyKD2LYslsS5HTWxA%2F7s5RJLorXRW04%3D&reserved=0), as amended or replaced from time to time.

## Other Terms and Conditions

Your appointment is subject to the terms and conditions set out in 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.

Please note terms and conditions of this letter of offer are as intended for the originally contemplated in-Canada appointment, but due to the COVID-19 pandemic, all terms and conditions are subject to change as reasonably required by the University. Regardless, as per our employer-side submission to the federal government regarding your immigration, you will be treated the same in Canada as our Canadian and Permanent Resident Postdoctoral Fellows.

By accepting this appointment, you expressly agree that should you provide work or services to the University abroad under some other agreement or arrangement, from or after the date of this letter of offer, that the term and end date of this appointment shall be reduced accordingly as the University determines appropriate in the circumstances.

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 / Unit

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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Ryan Walker, Ph.D. RPP MCIP Date

Associate Dean, Policy and Programming Innovation

College of Graduate and Postdoctoral Studies

University of Saskatchewan

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