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,, with an expected end date of end date . (***This sentence may be inserted if the unit intends to extend the appointment)*** Theremay be a possibility of extending this appointment for up to 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 and the availability of funds.

***(Insert this sentence if the unit does not intend to extend the appointment)*** Postdoctoral appointments at the University of Saskatchewan are permitted to a maximum of five years from the date of receiving the Ph.D.

***(Insert this sentence only if this is the final extension and/or the fellowship will not be extended due to reaching the eligibility window)****.* Please be advised that this is the final extension period, and no further extensions will be permitted. We appreciate your attention to this matter.

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

**Appointment Duties**

***(Include appointment duties and expectations that will be discussed with the postdoc. This can be a short paragraph or bulleted list.)***

## 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.

## 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).

## Academic and research Guidelines

You are expected to comply and be familiar with University of Saskatchewan’s approved policies on:

* Academic conduct <https://governance.usask.ca/governance/guidelines-for-academic-conduct.php>
* Responsible conduct of research <https://policies.usask.ca/policies/research-and-scholarly-activities/responsible-conduct-of-research-policy.php>
* Biosafety <https://policies.usask.ca/policies/health-safety-and-environment/biosafety.php>
* Discrimination and harassment prevention <https://policies.usask.ca/policies/health-safety-and-environment/discrimination-and-harassment-prevention.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.

## 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 (<https://policies.usask.ca/index.php>) 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. Since your appointment involves accessing our facilities, this offer is conditional on your successful completion of a facility access screening, including criminal record checks. This process must be completed prior to the start date of your appointment.

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. This offer is conditional upon receipt of committed funding, and all required documentation and being present in Saskatoon and available to commence duties no later than ***Insert date***. I hope that you will accept this offer and would appreciate knowing your intentions as soon as possible. Please sign the enclosed copy of this letter by **XX date** 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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Jaswant Singh, B.V.Sc.&A.H., M.V.Sc., Ph.D. Date

Associate Dean, Academic Excellence and Innovation

College of Graduate and Postdoctoral Studies

University of Saskatchewan

Room 116 Thorvaldson Building, 110 Science Place

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