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. ***(This sentence may be inserted if the unit intends to extend the appointment.)*** 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.

***(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 appointment/extension period, and no further extensions will be permitted. We appreciate your attention to this matter. **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 and teaching 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).

**Job Duties**

***(Include job duties and expectations specific to the appointment that will be discussed with the postdoc pursuant to article 15.01. This can be a short paragraph or bulleted list. If teaching will be part of the duties, please note that a PDF cannot be fully responsible for a for-credit course as part of their appointment. Contact the HR SBA in your department for further guidance.)***

**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***. (Add this clause if including reimbursement for professional development opportunities)*** As discussed, under Article 34.01 of the PSAC/USask collective agreement, $XXX amount will be available for professional development opportunities and eligible expenses will be reimbursed in accordance with the university's travel policy.

***(Any additional funds not provided for within the collective agreement should not form part of the letter of offer. Please consult with your HR SBA for guidance on any exceptional circumstances).)***

## Hours of Work

The typical hours of work shall be 37.5/18.75 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, subject to the conditions of the plan (PSAC – Postdoctoral Fellows).  Visit <https://wellness.usask.ca/benefits/coverage.php#Eligibility> for details:

* 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 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 twelve (12) 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

**(*Insert this paragraph if the PDF has not served probation with the supervisor)***

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**.**

***(Insert this paragraph if the PDF has completed probation with the supervisor)***

Consistent with Article 16 of the collective agreement, a probationary period is not required as you have previously completed a probationary period with Supervisor Name.

## 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 your employment, 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 the USask Human Resources Office via email. The University will assist you in the work permit application process by completing any employer-side steps, but in Canada it is your sole responsibility as the employee to apply to obtain, and then maintain on an ongoing basis, the necessary immigration authorization to work at this position.

**Do not book travel to Canada at this time.** **After you accept this letter of offer, do not apply for your work permit until you receive the immigration email from the USask Human Resources Office 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.

After receiving the email regarding immigration from the USask Human Resources Office, 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.

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

Please provide the USask Human Resources Office with a copy of your work permit prior to commencing work, via email at [hr\_immigration@usask.ca](mailto:hr_immigration@usask.ca). If you are refused immigration authorization to work, initially or at any time during your employment, please inform our office immediately as you will have to cease work until the situation is resolved.

If you later decide to stay in Canada long-term, please be advised 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 and do not qualify for an SINP Job Approval Letter. Should you need support to extend your stay or apply for Permanent Residency we suggest you seek independent legal advice or contact Immigration, Refugees and Citizenship Canada Client Support Centre services at 1-888-242-2100, noting wait times are long and operators can provide limited information.

## 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 doctoral 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 doctoral 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 (<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.

Please note terms and conditions of this letter of offer are as intended for the originally contemplated in-Canada appointment. 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.

Please refer to the attached “International Mobility Program:  Get to know your rights while working in Canada” pamphlet for important information to learn about your rights as a foreign worker in Canada. The most recent version of this pamphlet is available at the following links:

* English: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>
* French: <https://www.canada.ca/fr/immigration-refugies-citoyennete/organisation/publications-guides/apprenez-quels-sont-vos-droits-travailleur-programme-mobilite-internationale.html>

This information is also available on the University’s website: <https://careers.usask.ca/relocating.php#TemporaryForeignWorkers>

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. This offer is conditional upon receipt of committed funding, and all required documentation confirming you are legally authorized to work in this position in Canada and being present in Saskatoon and available to commence duties no later than ***Insert date. Departments can choose the date, but as a guideline, it is recommended to allow 3 to 6 months for international applicants to ensure adequate time for immigration paperwork processing,***. 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 and return it to me by **XX date** 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[[1]](#footnote-1).

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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

Saskatoon, SK S7N 5C9

1. If you would prefer to receive this letter of invitation in French, one of Canada's official languages, please contact HR Immigration at hr\_immigration@usask.ca. [↑](#footnote-ref-1)