

SUBJECT: STATEMENT OF PRINCIPLES ON THE TREATMENT OF POSTDOCTORAL FELLOWS**1. Purpose**

This policy will provide a framework for Postdoctoral Fellows, as defined below, who are accepted to carry on further research, for a limited period of time, under the supervision of faculty members at the University of Northern British Columbia.

2. Scope

This policy applies to postdoctoral researchers who are funded through fellowships provided by either an external agency or through research grants or contracts held by UNBC faculty members, and to the faculty members who act as their supervisors.

3. Authority

The Vice President Research has primary responsibility for administration of this policy. If funded through external agencies, the terms of appointment, including remuneration, for postdoctoral fellows are normally set at least in part by the external agency and the policies of that agency will apply. In the absence of specific policies provided by the external agency, the appropriate UNBC policies will apply.

4. Definitions

Postdoctoral Fellows (PDFs) are valued members of the UNBC community and make important contributions to the research environment of the University. PDFs are individuals who, having completed a doctoral degree within the previous four years, elect to undertake advanced research at the University of Northern British Columbia in association with one or more UNBC faculty members. PDF appointments are for a limited period of time, usually one to three years. Research work more than three or four years after the doctoral degree is earned is normally conducted by graduate students or by employees of the university who are appointed as research associates, tenure-stream faculty members, or tenured faculty.

Faculty Supervisor

PDFs normally work under the general supervision of a faculty member who is a regular member of the UNBC faculty and who has primary responsibility for the recruitment, and supervision of the PDF. All PDFs must have a Faculty Supervisor.

5. Recruitment/Selection

A faculty member who has funding to support a PDF will normally solicit the advice and assistance of the UNBC Human Resources Department. Recruitment of PDFs may be by whatever method is appropriate; e.g.: advertising in appropriate local, national or international journals, newspapers or electronic media, personal contacts, or response to enquiries.

6. Terms and Conditions of Appointment

Individual faculty members or a group of faculty may invite a PDF to join them as a junior research colleague. As noted above, one faculty member must be designated as the Faculty Supervisor. The letter of appointment from the President of UNBC will specify:

- position title
- the term of appointment
- salary and benefit arrangements (whether funding is from external or internal sources or a combination of both)
- the nature of the research to be undertaken
- any conditions or opportunities that may apply

Acceptance of the appointment letter must be in writing. For a PDF to be recognized at UNBC all appropriate appointment documentation must be completed and submitted to the Human Resources Department (appointment form, C.V., social insurance number, employment authorization if a non-Canadian).

7. Responsibilities of PDFs

PDFs are required to adhere to all applicable University Policies (www.unbc.ca/policy/). Each PDF is responsible to her/his Faculty Supervisor for the satisfactory performance of the research activities specified in the Invitation Letter; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding.

It is recognized that PDFs may wish to obtain teaching experience. Therefore, PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects and assistance with the supervision of graduate students. Arrangements to participate in teaching should be made with the Faculty Supervisor, the Chair of the program, and the College Dean. Teaching activity must be consistent with the relevant University Policies and Regulations and with agreements with UNBC employee groups.

PDFs do not have voting privileges with respect to University level governance or elections. However, programs may make provision for participation of PDFs in Program governance.

8. Responsibility of Supervisor

When recruiting PDFs, faculty members must adhere to appropriate UNBC Human Resources policies and all relevant legislation, such as the Human Rights Code of British Columbia and the Canada Immigration Act. The Faculty Supervisor, Program Chair, and/or Dean are responsible for orienting PDFs to the Program and College. The grant-holder or faculty supervisor is responsible for orientation to the work site, and for providing information about performance expectations, standards for work, safety procedures and ethical/scholarly integrity issues.

It is the responsibility of the Faculty Supervisor to make the PDF aware of the University services and facilities available to PDFs; some of these are described in Appendix A to this policy, and will be updated from time-to-time by the Office of the Vice President Research.

It is the responsibility of the Faculty Supervisor to develop and document, at the start of the appointment, a clear agreement with the PDF about intellectual property and publication rights and responsibilities which must conform with the UNBC policies on intellectual property.

9. Compensation

PDFs may be funded from external awards, by University endowment or operating funds, by payments from grants or contracts held by faculty, or from a combination of sources. Stipends payable to PDFs who are funded externally are normally determined by the external agency.

Where no specific stipend or salary range is mandated the PDF's compensation is based on his/her relevant qualifications, experience and responsibilities and is subject to negotiation between the Faculty Supervisor and the PDF. However the minimum salary for a Grant PDF will normally be the minimum payable to postdoctoral fellows from NSERC grants under current NSERC regulations.

Benefits apply only to those PDFs whose salaries are paid through UNBC's Human Resources Department and who do not have personal funding from external sources and/or competitive fellowship programs. Persons not eligible for benefits are advised to make private arrangements for benefit plans and insurance coverage.

All employees of UNBC receive Worker's Compensation coverage and the employer's contribution to Canada Pension Plan and Employment Insurance. Deductions are made for Federal and Provincial Tax and for employee contributions to the Employment Insurance Program and Canada Pension Plan. The length of appointment will determine the benefit program eligibility for PDFs. Their benefit coverage will be the same as that for UNBC term employees. There are three categories of term employment (each with corresponding benefit packages): 1 year or greater; 6 months to 1 year and 2 months to 6 months.

For complete information on benefit entitlement, please see the "Benefit Entitlement Guide" at www.unbc.ca/hr/entitlements.html. Hours of work, Vacation, Maternity and Parental Leave, and Termination of Employment are governed by the Employment Standards Act of BC.

10. Achievement

Publication of research results and development of patentable or licensable products are typical standards of achievement for a PDF. It is expected that PDFs will be appropriately recognized for their contributions to publications and patents, and will appropriately recognize the contributions of others.

11. Conflict Resolution

In the event of disagreement between a PDF and her/his Faculty Supervisor concerning duties or responsibilities, it will be the responsibility of the Program Chair to encourage informal, amicable and prompt settlement of such disagreements. If this is unsuccessful the PDF should consult sequentially the Dean of the College, then the Vice President Research, who will mediate the disagreement, either directly or through delegation.

12. Interpretation

Questions of interpretation and application of this Policy or its procedures shall be referred to the Vice President Research, whose decision shall be final.

Appendix A

Access to University Services and Facilities

A range of services and facilities are available to members of the campus community. Those available to PDFs include but are not limited to the following.

The UNBC Library (<http://lib.unbc.ca/>) will provide PDFs with a card allowing the same privileges as UNBC faculty members.

UNBC Computing Services offers PDFs internet and email privileges under the category "Other." <http://cts.unbc.ca/>

The UNBC International Programs Office is available to assist international PDF's on issues such as visas and medical insurance. <http://www.unbc.ca/international/>.

The University/Industry Liaison Office (UILO) is the primary organizational structure responsible for technology transfer at UNBC and can assist PDFs in commercialization of their intellectual property - consult <http://www.unbc.ca/uiilo/>

Although PDFs are not eligible to apply for research funding themselves, the Office of Research can provide information on opportunities for external funding for future reference or for application by the Faculty Supervisor - consult <http://www.unbc.ca/research/>

UNBC Fitness Centre will provide memberships to PDFs under the same terms as members of the UNBC Faculty Association - consult <http://www.unbc.ca/fitness/>.

UNBC Health, Counseling and Career Centre offers PDFs emergency medical care, personal counseling, career counseling and crisis intervention - consult <http://www.unbc.ca/counsel/careercentre>

Space in the University residences is very difficult to obtain, because students are given priority; however, the Office of Housing Services maintains a directory of off-campus housing possibilities that is available to PDFs - consult: <http://www.unbc.ca/housing/>. PDFs arriving in the summer may find temporary accommodation on-campus via Conference and Guest Accommodations - consult <http://www.unbc.ca/conference/>.

Although not a University service, the facilities of the UNBC Childcare Society can provide care on campus for children of PDFs - consult <http://www.unbc.ca/daycare/>