



Postdoctoral Fellow Guide

2015

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PREFACE

The Office of Research welcomes you to UNBC. This Guide has been written to support and recognize both Postdoctoral Fellows and Supervising Faculty Members as valuable members of our research community. This guide is meant to initiate important conversations pertinent to developing a collegial working relationship and to clarify administrative requirements.

In the event of a conflict between approved university policy and the guide, policy will take precedence. The Office of Research will maintain this guide; any corrections, suggestions, or changes identified should be forwarded to the Office of Research (subject: PDF Guide).

DEFINITION OF A POSTDOCTORAL FELLOW

A Postdoctoral Fellow (“PDF”) is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the supervising faculty or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not ongoing.

A PDF could receive an additional appointment as a Part Time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and supervision of undergraduate projects if desired and available in their field of research.

CRITERIA OF A POSTDOCTORAL FELLOW

A PDF must meet the following criteria:

- Completed a doctoral degree within the past four years;
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may withstand deferment, in which case an agreement in writing is required.

Exceptions will be considered where the research career has been interrupted by circumstances such as parental responsibilities or illness.

APPOINTMENT PROCEDURES

Faculty Recruitment of a PDF

A Faculty Member interested in recruiting a PDF may post the position description on the university website with support from Human Resources or in journals and discipline specific organizations' websites, and other professional sites suited to attract the best candidate in the field. However, advertising is not required for PDFs. From time to time faculty members are approached by a potential PDF to pursue a training opportunity. Please note there are no immigration restrictions regarding citizenship of the person holding a PDF.

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation, such as the [Human Rights Code](#) and [Labour Relations Code](#) of British Columbia and the [Canada Immigration and Refugee Protection Act](#). [UNBC's employment equity](#) goals will be considered when recruiting PDFs, and a working agreement for the PDF position, as described later on in this guide, must be composed by the Supervising Faculty Member.

Most often a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position. Fellowships funded by external agencies are awarded by an adjudication process established by the external agency. In all cases, faculty members are encouraged to obtain letters of reference as well as following up with references either in person or by phone prior to offering a PDF appointment.

The Postdoctoral Fellow Intake Form (found in Appendix I, and posted as a fillable form on both the Research and Human Resources webpages) will be completed for the successful candidate by the Supervising Faculty Member with support from the Research Personnel Co-ordinator. Information included in this form will be used to produce the Letter of Appointment, and to facilitate the PDFs access to UNBC resources.

Postdoctoral Fellow Application

If the job is posted by the Human Resources Department, applicants will be required to submit their resume and proof of education quoting the competition number. PDF job postings are found on the UNBC website under [Career Opportunities/staff-postings](#) as managed by the Human Resources Department. Only shortlisted candidates will be contacted by the faculty member recruiting a PDF.

Letter of Appointment & Working Agreement

The successful candidate will receive a Letter of Appointment from the President/designate. It is essential that the Supervising Faculty Member prepare a written working agreement for inclusion in the Letter of Appointment, ideally in communication with the PDF.

The working agreement will contain the position title; hours of work; duration of the appointment; terms of renewal; amount and nature of the compensation, applicable benefits; vacation period; the nature of the research to be undertaken and the general confidentiality agreement statement:

"A Postdoctoral Fellow is expected to maintain confidentiality of sensitive/proprietary information, programmes, and data that may be developed in their work or which they may have access to during the course of their appointment."

The Letter of Appointment will contain any other applicable conditions or opportunities for the position that may apply, such as funding agency and health insurance requirements.

Acceptance of the appointment letter must be in writing. A signed copy of the Letter of Appointment needs to be return to the Office of the Vice President Research confirming acceptance of the terms of the appointment.

Documentation Required

All PDFs must hold a formal appointment at UNBC, regardless of the funding source.

PDF appointments are for up to two year terms, and may be renewed, upon satisfactory review and secured funding, for one year terms. The maximum duration of a PDF appointment at UNBC is 5 years in total.

The following documentation is required for all appointments:

- Copy of the Letter of Appointment signed by the PDF;
- Copy of Doctorate Degree, or proof of completion of all requirements for PhD;
- Proof of legal entitlement to perform work for UNBC;
- Current curriculum vitae – education and relevant work and professional experience sections only;
- Canadian Social Insurance Number (only if being paid through UNBC);
- Completed [Postdoctoral Fellow Intake Form](#). The form will facilitate the PDF's appointment information being entered into the university system, and is needed to process university identification, library access, and e-mail address.

The following documentation is also required for foreign academics:

- Copy of a valid work permit;
- For unpaid appointments where the Canadian Social Insurance Number (SIN) is not provided, a copy of one of the following:
 - a passport;
 - birth certificate;
 - Citizenship card.

Termination of Appointment

An appointment may be terminated at any time by the University for cause (a material breach to meet the specified service standards), in which case the Postdoctoral Fellow is not entitled to any further payments beyond those earned for services provided up to the date of the termination of the appointment. Early termination of the appointment may also occur if either party provides two months' notice in writing to the other party, or, in the case of the University, if it provides a payment in lieu of notice equivalent to the stipend that would have been earned over the course of the notice period.

PDF'S CAREER AT UNBC

PDF and Supervising Faculty Member

The Supervising Faculty Member is one of the most important links between the PDF and the university. The university expects that the Supervising Faculty Member/PDF relationship will be one of mutual respect and consideration. The policies and practices of the university are geared to equitable treatment of all appointees with a measure of consistency; however, written materials cannot cover every situation. The Supervising Faculty Member has some latitude and discretion in handling individual situations as they arise.

Besides the PDF, the Supervising Faculty Member is the person most responsible for the continuing development of the PDF. The university encourages individual growth and the Supervising Faculty Member is in a good position to help determine what actions should be taken to ensure development within the university environment. The policy for [The Treatment of PDFs](#) should be reviewed by both PDF and Supervising Faculty Members; a recapitulation of the primary responsibilities is provided here.

RESPONSIBILITIES OF THE PDF

Each PDF is responsible to her/his faculty supervisor for the satisfactory performance of the research activities specified in the Letter of Appointment; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding. PDFs are required to adhere to all applicable [university policies](#), some of which are described later in this guide.

The PDF is expected to read the UNBC [Intellectual Property Policy](#) and [General Research Ethics Policy](#) to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline.

An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities. The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, *etc.* and in particular ownership of research results.

PDFs may wish to obtain teaching experience, and therefore 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/Department and the College Dean. Consultation with the Dean of Graduate Programs is required if the PDF is to teach graduate students as the primary instructor. 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.

RESPONSIBILITIES OF THE SUPERVISOR

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation as described in the earlier section Faculty Recruitment of a PDF.

The Supervising Faculty Member prepared the written working agreement found in the Letter of Appointment that provides the PDF with an outline of the position's duties and responsibilities. It is the responsibility of the Faculty Supervisor to develop and document a clear agreement with the PDF about intellectual property and publication rights and responsibilities, at the start of the appointment, which must conform to the UNBC policies on intellectual property.

The PDF's orientation to the program and college are the responsibility of the Faculty Supervisor, program chair and/or dean. Office and/or lab space for the PDF to work in must be initiated by the supervisor through use of the [Space Allocation REQUEST Form](#). The PDF's orientation to the work site, and information about performance expectations, standards for

work, safety procedures and ethical/scholarly integrity issues are the responsibility of the grant-holder or faculty supervisor. It is the responsibility of the faculty supervisor to make the PDF aware of the university services and facilities available to PDFs, some of which are described at the end of this guide.

PDFs and their Faculty Member Supervisor must identify appropriate professional growth and career advancement goals and meet regularly to assess progress to ensure that goals are being achieved during the appointment at UNBC. Faculty members working in team environments are encouraged to select PDFs who will contribute to their research team, and in turn, the research team will be able to provide the support and resources needed for the PDF to contribute to their field of interest through publications, professional presentations, and teaching/mentoring the activities of junior researchers and graduate students. Performance Reviews will be provided to the PDF in a timely manner by the Supervising Faculty Member, and both should keep a record for future purposes (eg. reference material for letters of support and reference, job interviews, etc.).

If the Supervising Faculty Member plans to be on sabbatical leave during their PDFs appointment, it is up to the Supervising Faculty Member to arrange communication and mentoring options for the PDF, as well as on campus signing authority during their absence. These arrangements should be communicated by the Supervising Faculty Member to both the PDF and the program/department chair prior to the sabbatical leave.

Orientation

The Supervising Faculty Member, Program/Department Chair and Dean are responsible for orienting PDFs to the Program/Department and College. Program/Departmental or College administrators prepare written materials about services, procedures and standards in the Program/Department and College, and useful contacts at UNBC. Viewing the [Web Req](#) and [IT Support](#) interfaces is helpful for people new to UNBC. The Supervising Faculty Member is responsible for orientation to the worksite, completion of the [Safety Checklist](#) and for providing information about performance expectations, standards for hours of work, additional safety procedures and ethical/scholarly integrity issues.

PDFs are generally regarded as advanced research trainees and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them. To aid the PDFs transition from graduate student to junior colleague, their participation in departmental meetings and collegial activities should be encouraged as appropriate.

Renewal

PDF appointments at UNBC can be renewed one year at a time, depending on funding and field of study up to 3 years. With appropriate written approval, appointments may be extended for a further two one-year terms (i.e. up to a maximum of 5 years in total).

Supervising faculty members should give reasonable notice (2 months minimum) to a PDF on their intention to renew or not to renew an appointment. Renewals must be confirmed in writing using the Postdoctoral Fellow Intake Form, complete with the PDF signature accepting the renewal. If the terms and conditions for the renewal have changed significantly (change in wage, benefits or hours worked) from the previous appointment, a new Letter of Appointment will be sent from the President or designate to the PDF and should be signed and returned by the PDF to the Office of Research confirming acceptance of the new terms of appointment. Please review the list provided earlier in this guide of the documentation required for an appointment at UNBC.

For foreign academic a copy of the work permit and valid Social Insurance Number (if being paid through UNBC) that covers the additional term being offered should be obtained. Proof of application for work permit extension, and SIN extension prior to their expiration date, allows the individual to continue working while the extension is processed by Canadian Immigration and Citizenship. A copy of the renewed permit and SIN must be received by Human Resources when available. Keep in mind that foreign PDFs may require four months' notice to renew their work permit.

Conflict Resolution

The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

The University's policy on [discrimination and harassment](#) addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related

to discrimination or harassment, please bring them to the attention of the Supervising Faculty Member.

UNBC'S Policies and Procedures

PDFs are required to adhere to all applicable University Policies; therefore it is important to review the [UNBC Policy and Procedures](#) that guide certain aspects of research related work. Listed below are some of the policies and guides that may be applicable to a PDF at UNBC:

- [Postdoctoral Fellows](#)
- [UNBC Research Guide](#)
- [General Research Ethics](#)
- [Standards of Conduct](#)
- Patents and Licensing ([Intellectual Property Policy](#))
- [Conflict of Interest](#)
- [Purchasing](#)
- [Travel Authorization, Reimbursement](#)
- [Employment Equity](#)
- [Discrimination and Harassment](#)
- [University Safety](#)

[The Reporting of Accidents and Hazardous Conditions](#) please see the [Safety and Risk Management](#) webpage for up-to-date information on [laboratory safety](#), Workplace Hazardous Materials Information System (WHMIS), mandatory and optional laboratory training courses. Supervising Faculty Members are responsible for ensuring that PDFs are made aware of policies and other governing documents of the university, especially safety policies and procedures as required. A PDF should not hesitate to approach the supervisor if any issue needs clarification.

Resignation

PDFs who wish to leave their position prior to the appointment end date should provide two months' notice to their Supervising Faculty Member in writing. The notice period may be waived by the Supervising Faculty Member. The PDF and the Supervising Faculty Member should work to ensure a smooth transition for both. The Supervising Faculty Member must work with his/her Program/Department administration to inform Human Resources (accompanied with a copy of the resignation letter) and collaborating departments.

RESEARCH

The experience of each PDF varies throughout the university and is influenced by such factors as the academic discipline, the needs and obligations of the Supervising Faculty Member, and the culture of the assigned lab or research unit. PDFs are encouraged to take ownership of their

experience, within the bounds of common sense and University Policy, much as one would with any postgraduate career.

Universally accepted standards of academic achievement typically include publication of research in peer-reviewed academic journals, or books (eg. Monographs, essay collections, etc.) and/or the advancement of intellectual property through patenting or licensing. It is expected that PDFs will be appropriately recognized for their contributions to publications, patents and other products of research. It is the responsibility of the Supervising Faculty Member to develop a clear understanding of rights and obligations under [the policies](#) on Research, Patents and Conflict of Interest with the PDF at the beginning of the PDF's appointment. PDFs themselves should become familiar with their obligations under UNBC's Research and Policies ([General Research](#), [Intellectual Property](#)). When publishing research that was conducted at UNBC, acknowledgement of the institutions' support is encouraged.

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the Supervising Faculty Member, varies widely. Beyond the support offered by the Supervising Faculty Member and Academic Unit, additional support and information about available research funding is available from the Office of Research.

Professional development courses and workshops are regularly offered through the [Centre for Teaching, Learning and Technology](#) and through other avenues, including participation in graduate student programs on leadership, supervision, and peer coaching. PDFs are encouraged to participate in any courses of interest from faculty, staff and graduate student offerings. Professional development in grant proposal writing is offered periodically through the Office of Research.

TEACHING

It is recognized that PDFs are an intellectual resource in the University and that both undergraduate and graduate programs benefit from their participation. PDFs may be involved in limited undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.

It is recognized that PDFs may wish to obtain teaching experience. PDFs should discuss their desire to participate in the teaching activities of the department with their Supervising Faculty Member and with the Program/Department Chair. In cases of formal assignment of teaching duties, the Program/Department Chair will arrange an additional appointment as a Part Time Instructor. In advance of making this type of appointment, Chairs should be aware of any granting agency restrictions on the amount of teaching that can be assigned to the PDF.

Foreign PDFs that are not employed by the university will need a valid work permit and Social Insurance Number before the appointment can be completed.

BENEFITS AND LEAVES

Health and Welfare Benefits

1) POSTDOCTORAL FELLOWS RECEIVING EMPLOYEE EARNINGS FROM UNBC FUNDING SOURCES (PDF1)

A PDF receiving earnings from UNBC funding sources is an employee of the University and receives statutory benefits. Mandatory employer statutory benefit costs are provided from the Supervising Faculty Member's grant/trust funds to cover compulsory benefit costs which include:

- Canada Pension Plan (CPP);
- Employment Insurance (EI);
- WorkSafe BC (WCB).

If the Letter of Appointment states that additional benefits are available, the PDF will be contacted by Human Resources when their appointment begins. Group benefits are contingent on part-time/full-time equivalency of the employment position, length of appointed term, and initial negotiation with the Supervising Faculty Member. Benefits may include Extended Health, Dental and the Employee and Family Assistance Program. Further details are available through the Human Resources Department's [Employee Benefits](#) webpage.

Any earnings received while at UNBC are considered Canadian income, and are subject to statutory deductions for Canadian Pension Plan, and Employment Insurance and Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country. Canadian Income Tax will be deducted from each paycheque, and a T4 statement of remuneration will be issued by UNBC Finance by February 28 following the taxation year.

2&3) POSTDOCTORAL FELLOWS RECEIVING EARNINGS FROM EXTERNAL FUNDING SOURCES (PDF2 & PDF3)

A PDF who has been awarded a competitive fellowship from an external granting agency that allows funding to be redirected will choose between receiving the funding directly to self-administer, or redirecting the funding to be administered through UNBC.

- 2) UNBC-Administered Fellowship Funds (External or Internal in origin):
 - Receive income every two weeks, with Canadian Income Tax deducted.

- A T4A will be issued by UNBC Finance by February 28 following the taxation year.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

3) Self-Administered External Funds:

- Receive bulk income twice a year, (frequency will vary by funding source and may require application for payment).
 - Individual must be diligent in budgeting personal living expenses over long periods.
 - Must set aside funds to pay Annual Income Taxes.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

A PDF receiving earnings directly from external funding sources is not eligible for benefits through UNBC and is encouraged to make private arrangements for benefit plans and insurance coverage. The university wishes to include all PDFs in the health benefits, and is actively working on this with their benefits provider (September 2014). This guide will be updated as progress is made.

Any earnings received while at UNBC are considered Canadian income, and are subject to Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country.

Medical Services Plan

All British Columbia residents are required to have basic medical coverage through the [BC Medical Services Plan \(MSP\)](#). For PDFs who are employees of UNBC, and are eligible for health benefits, arrangements for MSP coverage will be made through the Human Resources Department. PDFs who are not employees of the university must apply for coverage directly from MSP upon arrival in BC. There is a three-calendar-month residency waiting period prior to enrollment with MSP. PDFs are strongly encouraged to have arranged for private medical coverage prior to their and their families arrival to B.C. Private medical coverage for the waiting period can be purchased through various private insurance providers.

International PDFs holding work permits for six months or more are eligible to apply for Health Insurance BC. There is a 3 month waiting period for Health Insurance BC which means the applicant must have coverage in place with a provided of their choice. The work permit end date dictates the same Health Insurance BC coverage expiration date. PDFs with work permits for less than six months are required to purchase private health coverage for the duration of their stay through the private insurance provider of their choice.

Vacation Entitlement

A PDF is entitled to annual vacation time during his/her appointment and must negotiate the vacation time with the supervisor. This is normally two weeks of vacation provided for a one year appointment. If there is a reappointment of a second or third year, annual entitlement is recommended to increase to three weeks of vacation.

INFORMATION SPECIFIC TO INTERNATIONAL PDFS

Immigration Process

International PDFs are required to obtain a temporary work permit in order to be employed or hold a trainee position at UNBC. The steps outlined below provide details on obtaining a temporary work permit and Social Insurance Number. The steps are broken down into the following sections: “Before Arrival”, “After Arrival” and “Extension of a Temporary Work Permit and Social Insurance Number”.

BEFORE ARRIVAL

Once the PDF has been selected to hold a position at UNBC, their Supervisor will start the process to obtain the necessary authorization to work in Canada by contacting the Office of International Education. Once the Supervisor has provided the information needed (top section of the PDF Intake Form) the International Education Office will draft the Letter of Invitation for the Supervisors review. Once confirmation of any changes required, the International Education Office will send the letter to the PDF, Supervisor, Program Chair, and Director of International Education.

Foreign nationals requiring work permits that are LMIA exempt cannot apply for their temporary work permit until the Offer of Employment Form (IMM5802) is submitted and the compliance fee paid. A receipt number will be issued by Citizenship and Immigration Canada (CIC) and it is this number that is needed for the work permit application. The funds to cover this expense are the responsibility of the Supervisor. The fee is a Tri-Council payable expense to the extent the position is occupied in Tri-Council work (please check with funding agencies for further details). [Citizenship and Immigration Canada \(CIC\)](#) rules and requirements must be followed, please refer to the CIC website for further information.

Refer to Citizenship & Immigration Canada’s website on [Working Temporarily in Canada](#) for details on how to apply for a temporary work permit. A fee is charged for the application of the work permit and, depending on the immigration office, it may take several days, weeks or months to process the application. Individuals are advised to review the [website of their local Canadian Immigration Office](#) to ascertain processing times and required documentation.

If a PDF will hold an unpaid appointment at UNBC, or will be receiving fellowship funding directly, an application for a work permit must still be made. A work permit of at least six months in duration is required in order to be eligible for medical coverage under the BC Medical Services Plan.

When the temporary work permit is approved, the Canadian Immigration Office will issue a letter approving the issuance of a work permit. The work permit will actually be issued at the border. Travel and moving arrangements can be finalized at this point.

In addition to a work permit, the Citizenship and Immigration Canada office may also require:

Temporary Resident Visa: In addition to the temporary work permit, citizens of some countries and territories will also require a temporary resident visa (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. A list of countries and territories whose citizens need a TRV can be found on the [CIC website](#). If you are planning to travel outside of Canada while at UNBC, please ensure that you notify CIC at the time of application to ensure that, if eligible, a multiple entry visa is obtained.

Biometric Data Requirements: Citizenship & Immigration Canada also requires citizens of certain countries to supply biometric data in order to enter Canada. Please refer to the [CIC website](#) for a list of countries whose citizens will be required to provide this data, and what is specifically required. Note that there is a fee per person associated with this. Families applying together for a visitor visa will pay a maximum biometric fee.

A temporary work permit will normally be issued for the dates outlined in the letter of invitation. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit.

For information regarding accompanying spouses and children please refer to the CIC website for details.

AFTER ARRIVAL

After arrival, new PDF employees must apply in person for a Social Insurance Number (SIN) at a Service Canada office¹. Upon receipt of the SIN card, a copy of this and the temporary work permit must be supplied to the office of Human Resources at UNBC.

Please note that you are not allowed to begin working until the effective date of your work permit; for example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15th.

¹ The Prince George Service Canada Center is at 1363 4th Avenue.

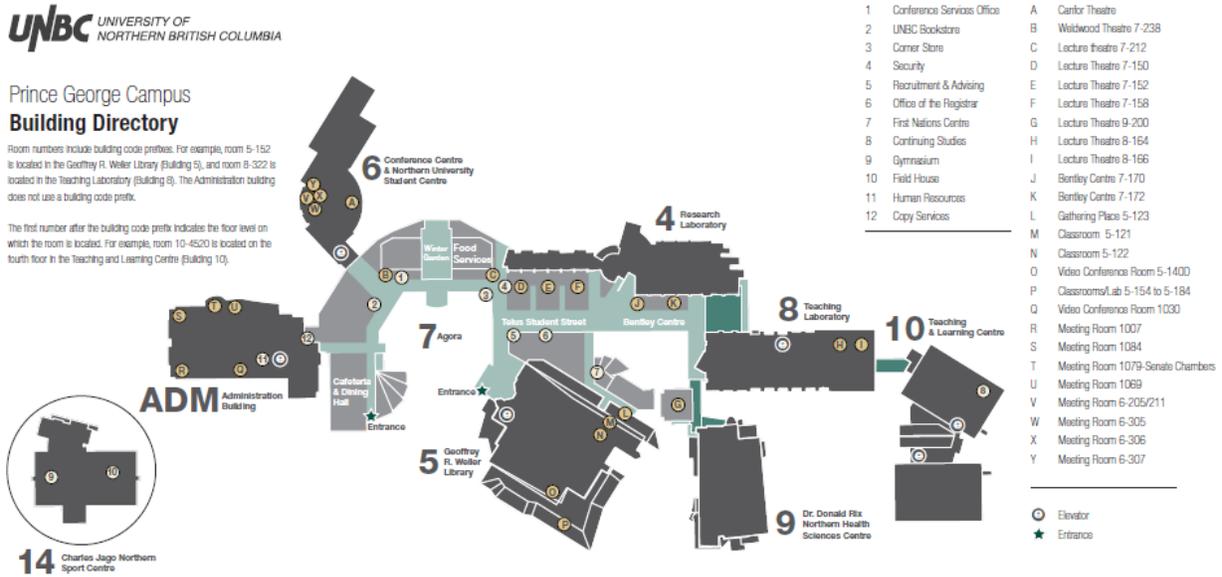
EXTENSION OF A TEMPORARY WORK PERMIT AND SOCIAL INSURANCE NUMBER

PDFs employed at UNBC on a work permit must apply to extend their work permit and SIN if their appointment is to continue beyond the expiry of their current work permit. It is important to begin the dual extension processes for a work permit and SIN well in advance of the expiry date. Please refer to the [Extension of your Work Permit](#) CIC's webpage for important details on timing, and contact a Service Canada office for information on extending the SIN.

CAMPUS RESOURCES

UNBC CAMPUS MAPS

As found on the website (unbc.ca/about-unbc/campus-maps)



UNBC CARD AND IDENTIFICATION NUMBER

For access to university services and security purposes. After the PDF Intake Form processing has been completed the ID number is generated, and the position information is disseminated to the PDF's supervisor and relevant university departments through e-mail. It is this ID number that is referenced for the UNBC picture ID card to be produced at the [Cashiers Window](#) by Recruitment and Advising on Student Street.

E-MAIL & ACCOUNT ACCESS

To obtain e-mail and account access (once you have your ID number), connect to the UNBC home webpage, and use the login tab on the top of the page. From the [Login Centre](#), under Account Information, connect to either employee or student Online Services (both bring you to the UNBC Online Services User login) scroll down and follow the instructions to connect. Once connected, go to the Account and Personal Information tab, and view:

- 1) your email address,
- 2) confirm your physical address and phone numbers,
- 3) emergency contacts and
- 4) change your PIN from the default birthdate used for the initial login.
- 5) change your password and enter a security question for computer login

If you need help with this process please contact Information Technology (IT) Help Desk (phone: 250-960-5321, email: support@unbc.ca, room: LAB8-265).

The Supervising Faculty Member must determine what university drives and directories the PDF will need in association with their work. The specified access request should be made through the [IT Support System](#) by the Supervising Faculty Member. Requests are “triaged” through the support@unbc.ca e-mail, and forwarded on to the appropriate Systems Administrator. If a time extension is required for the PDF’s e-mail account past their term at UNBC, the Supervising Faculty Member must make a request using the same process (in order to facilitate completion of collaborative publications and analysis).

LIBRARY

[Geoffrey R. Weller Library](#) (library.unbc.ca)

The library account (both on-site and remote) can be activated by going to the library with your UNBC Card. The library will need your Prince George address, phone number, and university e-mail address to complete the account setup.

KEYS

The Facilities Department has the [Key & Other Access Device Request Form](#) Once the form is filled out with the building and room numbers needed, and the approval signatures (department chair, and the Dean for CSAM only) are complete bring the form to the Facilities Department and you will be contacted once your request is fulfilled. It is important to request building keys and fobs if regular access during evenings and weekends is needed.

INFORMATION TECHNOLOGY SERVICES (ITS)

[ITS](#) is responsible for the [IT Service Desk](#), application services, phone setup, system administration, network, server operation and maintenance, media services, IT security. Call 250-960-5321 or email support@unbc.ca

PURCHASING AND CONTRACT MANAGEMENT

Any materials, supplies, equipment and services required by UNBC faculty, staff and researchers are obtained through this department. [Travel bookings](#) are managed through a single travel agent; for more information go to unbc.ca/purchasing/travel-bookings. Working within the federal and provincial government regulations, as well as the [University’s Purchasing Policies and Procedures](#), all goods or services may be purchased using one of four methods: petty cash for purchases under \$50.00; UNBC procurement MasterCard; Authorized UNBC purchase order number available only from Purchasing, prior to placing an order; authorized UNBC service contract available only from Purchasing.

Please read the policies for both travel and purchasing as the information will help when the needs arise. For an overview of the department's responsibilities, services and support please go to unbc.ca/purchasing.

CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY

The [Centre for Teaching, Learning and Technology](#) (CTLT) is committed to supporting the teaching and learning community at UNBC. The centre is dedicated to helping faculty, staff, PDFs and graduate students in achieving their goal of delivering the best possible learning experience for students. It is also committed to facilitating and encouraging the development of teaching excellence.

The Centre offers a range of programs and services designed to enhance the practice and scholarship of teaching and learning at UNBC. Support is provided in areas including: e-learning issues; online course design and technical mentoring; face to face faculty and graduate students professional development programs, workshops and conferences; and career mentoring for faculty as teachers.

THE CHARLES JAGO NORTHERN SPORT CENTRE

This four season fitness, sport and recreation facility was built through a partnership forged between the City of Prince George and UNBC to support sport, education and the community. The centre is home to the Varsity Basketball and Soccer teams, and the Northern Health Hub for various user groups, teams, companies and individuals of all ages. Some of the facilities include an indoor soccer/football field for training (also rugby, ultimate Frisbee, lacrosse, field hockey, and baseball), three full size basketball courts, fitness and conditioning rooms, squash courts, indoor track and training zones. For more information on classes, teams and costs visit the [NSC webpage](#).

INFORMATION ON CAMPUS LIFE, MAILING LISTS, EVENTS AND PERSONAL SUPPORT SERVICES

Look on the UNBC webpage for [Services](#) and [Campus Life](#). There are many clubs, teams, programs and events to incorporate individuals interests into their daily lives at UNBC. To be informed of campus activities, subscribe to some of the public [mailing lists](#) that are of personal and departmental interest.

OFF-CAMPUS RESOURCES

Emergencies: phone 9-1-1 which will connect you to the police, fire and ambulance services

HEALTH SERVICES

University Hospital of Northern British Columbia
250-565-2000
1475 Edmonton Street, Prince George.

Nechako Medical Clinic (after Hours)
250-563-3399
761 West Central St., Prince George, in the Spruceland Shopping Centre
Monday – Thursday 4:00-9:00pm
Friday 1:00-9:00pm
Saturday 9:00am-7:00pm
Sunday & Holidays 10:00am-7:00pm

Salveo Medical Clinic (Urgent Care and Walk-In Clinic)
250-614-0007
2155 Ferry Avenue (main floor inside Superstore), Prince George.
Monday – Friday 8:00am to 7:00pm
Saturday, Sunday & most Holidays 9:00am-3:00pm

Walk-in fees may apply for people without BC Health Insurance coverage.

Physicians taking new patients in Prince George listed (phone 250-565-2237) or [College of Physicians and Surgeons of British Columbia Online](#) list at cpsbc.ca/physician_search.

[HealthLink BC](#): phone 8-1-1 which will connect you with a nurse, pharmacist, dietician, smoking cessation and more. These calls are meant to help trouble shoot your health issue and guide you in seeking appropriate help. Also online at [/healthlinkbc.ca](http://healthlinkbc.ca)

TRANSPORTATION

Driving: Driver's licenses in BC can only be obtained from the Insurance Corporation of British Columbia (ICBC). Information about bringing your vehicle to BC is also available on the ICBC website. A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. Obtaining a BC driver's license may require a road test depending on where you are arriving from. To find out the specific requirements please visit [ICBC's page on moving to BC](#).

Parking: Pay Parking is available at both the [University](#) and Northern Sports Centre on campus. The city of Prince George provides a mixture of free and pay parking throughout the surrounding community.

Cycling: Covered bicycle shelters are located throughout campus (there are two shower locations available on campus). The public buses are equipped to carry two bicycles for those wishing to have a combined transportation option.

Hiking, Cross country skiing, Snowshoeing, Equestrian Trails: A [trail network](#) serves people coming to campus from all directions, in all seasons.

Public Transportation: Prince George is served by [BCTransit](#) and has an [extensive service area](#) with increased frequency of service during the academic year. Single fares, sets of 10 tickets, day, monthly passes (that are tax deductible) are available at many locations in town, as well as at the UNBC Bookstore.

RECREATION OPPORTUNITIES

The [Active Living Guide](#) for the City of Prince George gives a complete listing of all Community Association programs, clubs and groups, public swim and swim lesson schedules, special events, parks information and more. View a digital version of the guide on line.

[Tourism Prince George](#) has an extensive website listing upcoming events, activities and opportunities for everyone at every stage in life.

ACKNOWLEDGEMENTS

This guide draws from the University of Windsor, “Policies and Procedures For Post-Doctoral Fellowship”, Office of the Provost and Vice-President, Academic, November 2010 and from the University of British Columbia “A Guide for Postdoctoral Fellows”, August 2013.

Postdoctoral Fellow Intake Form

Reset Form

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
POSTDOCTORAL FELLOW INTAKE FORM

PDF Name: _____ Today's Date: _____
 Email Address: _____ Renewal of PDF: Yes No
 Telephone No.: _____ If Yes, UNBC ID#: _____
 Mailing Address: _____ Date of Birth: _____
 Social Insurance Number: _____
 Status: Full Time Part Time Hours/Week: _____

Faculty Member PDF Supervisor, name: _____ Start Date: _____ Effective Dates
 Program/Department: _____ End Date: _____
 Program Chair: _____ Office Use Only

Work Agreement and Nature of Research to be undertaken:

Please Indicate Source(s) of Funding

- PDF1 – Employee under Supervisor grant/funding. Benefits provided: Yes No
- PDF2 – Fellowship funding awarded to PDF or from Supervisor, Administered by UNBC
- PDF3 – Externally funded, not Administered by UNBC

Source of Funding: _____ Total Amount to be Paid: _____
 Fund: _____ Org: _____ Account: _____ Program: _____
 Budget Holder: _____ Signature: _____ Date: _____

Budget Control
 Budget/Research Analyst: _____ Date: _____
 (Completed by Finance Department for PDF1 and 2)

Space Needed: Yes No Space Provided by: _____ Space Allocation Request Form Submitted: Yes No

Appointment/Renewal Approval Signatures

Faculty Member PDF Supervisor: _____ Date: _____
 Program Chair: _____ Date: _____

Upon completion please forward to the Office of Research Attn: Research Personnel Co-ordinator

For Renewal Only

Postdoctoral Fellow Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY
 ID#: _____ Created By: _____ Date: _____
 Copy Of: Accepted Letter of Appointment Current Curriculum Vitae Voided Cheque for Direct Deposits
 Eligibility to Work at UNBC Form of Proof Provided _____
 Retroactive Payment (PMR): Position# _____ X _____ = _____
 # of Payments Amount Total

Revised: December 2014
<http://www.unbc.ca/research/forms>

Print Form

Information Flow for Incoming Postdoctoral Fellows Using the Intake Form

First section General and Defining Information:

- PDF name; e-mail; telephone number; mailing address
- Date form started; Renewal of PDF (Y/N); UNBC ID# if renewal;
- D.O.B. and S.I.N.
 - Does not have to be collected at initial stage, but will be needed to complete the appointment (SIN not needed if PDF3)
- Full Time or Part Time status and hours per week if part time.
- Supervising Faculty Member name; Program/Department; Program Chair;
- Start and End Dates (Effective Dates used for office processing)
- Working Agreement and Nature of Research to be undertaken: required content outlined in guide under: Letter of Appointment & Working Agreement and Responsibilities of the Supervisor.
- Type of PDF (1, 2, or 3 by tick box);
- Name of External Funding Agency and amount of funding for period (start – end dates);
- Fund; Org; (for PDF1 or PDF2)
- Budget Holder; Signature; Date (for PDF1 or PDF2)

Second Section: Budget Control (for PDF1 and PDF2)

- Completed by Finance Department, Budget/Research Analyst signs and dates

Third Section: Space Needed

- Space Requests are made using the [Space Allocation REQUEST Form](#) filled in by the Supervising Faculty Member, signed by Department Head, Dean or Director then delivered to the Facilities Department. The need for space is noted on the PDF Intake Form as a point of information only, this form does not feed into the space allocation process in any way.

Fourth Section: Appointment Approval/Renewal Signatures

- Supervising Faculty Member
- Program/Department Chair

Intake Form is forwarded to the Office of Research for the Letter of Appointment ² to be produced; reviewed by Supervising Faculty Member; signed by VP Research and package sent to PDF for acceptance.

² The Letter of Appointment will be generated using information from the Intake Form.

- For PDF1s (Employees) Human Resources will produce the ERF needed for employment at UNBC, the Letter of Appointment and a package that includes: Employment Eligibility Statement; Voided cheque for direct deposit; TD1 and TD1BC tax forms.
- For PDF2s (Funds administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce the Letter of Appointment and package that includes: request for proof of legal entitlement to perform work for UNBC; SIN and DOB

Fifth Section: Office Use Only:

- ID# Created for PDF1 through Human Resources by: _____ and date: _____
- ID# Created for PDF2 through Research Accounting by: _____ and date: _____
- ID# Created for PDF3 through Research Accounting by: _____ and date: _____
- Check list for :
 - Copy of Accepted Appointment Letter and date received
 - Eligibility to Work for UNBC, and form of proof provided
 - PDF1 & 2 SIN (& work permit if international academic)
 - PDF3 (work permit if international academic; one of: Passport; Birth Certificate; Citizenship Card)
 - Current CV
 - Voided Cheque for direct deposit (PDF1 and PDF2)
 - Proof of work completed for PhD degree

Completion Process for new appointments and renewals:

- Information e-mail sent out to list of UNBC departments by person who created ID# or processed the renewal.
 - For PDF1 with Employee Position Information Form done by HR;
 - For PDF2 and PDF3 with Postdoctoral Position Information Form;
- An electronic copy of the completed PDF Intake Form is sent to the Office of Research, c/o Research Personnel Co-ordinator.
- PDF Documentation is stored within the department that generated the PDFs ID# in a file for that PDF.
 - Original Intake Form;
 - Copy of the accepted Letter of Appointment;
 - CV;
 - support documentation (TD1, TD1BC, for PDF 1 & 2 only);
 - Subsequent renewals.

if not already provided on Intake Form; Voided cheque for direct deposit; TD1 and TD1BC tax forms.

- For PDF3s (Funds not administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce a Letter of Appointment and package that includes: a request for proof of legal entitlement to perform work for UNBC; DOB if not already provided on Intake Form.

All Letters of Appointment are reviewed by the Supervising Faculty Member before being signed by the VP Research and sent out to the PDF to be returned to the Office of Research, attention: Research Personnel Co-ordinator.

- Facilitated by ID#'s Generation, and needing extension with each renewal:
 - University ID Card (with ID# the PDF goes to the Cashiers window on Student Street to have photo taken for ID Card; for renewals, get new end date sticker at the Cashiers window);
 - library access (with ID card visit the library in person to get access initiated; for renewals visit the library with updated date sticker on ID Card);
 - e-mail address, phone number and access for the PDF to pertinent departmental drives is made through the supervisors request to [IT Support Systems](#) as described on the Position Information Form (PDF1) and on the Postdoctoral Position Information Form (PDF2 & 3); for renewals the supervisor needs to request to IT Support Systems that the PDFs services be extended.

International Academics

- An Invitation Letter is usually needed to start the process of getting a Work Permit and SIN.
- If unpaid still need a Work Permit and one of :
 - Passport;
 - Birth Certificate;
 - Citizenship card