



Lakehead University Policy on Postdoctoral Fellows

Category: Research;

Jurisdiction: To Be Determined;

Approval Authority: Executive Team;

Established on: May 1, 2018;

Amendments: None;

Reviews: None.

Lakehead University considers Postdoctoral Fellows to be an integral part of the University community who can contribute significantly to the institution's research and innovation mission. Therefore, the University is committed to making opportunities and facilities available to qualified Postdoctoral Fellows so that they can continue their advanced study and research under the guidance of, or in collaboration with, Lakehead faculty members. The University recognizes the academic status of Postdoctoral Fellows at Lakehead, and is committed to create and maintain an academic environment that will encourage and support the academic activities of Postdoctoral Fellows. However, the University requires that Postdoctoral Fellows comply with University policies and regulations, and acknowledge their affiliation with the University in their publications and other academic activities. The Office of the Vice-President Research and Innovation (VPRI) will be the administrative unit responsible for the appointment of Postdoctoral Fellows at Lakehead University.

1. Definition: Postdoctoral Fellows

A Lakehead Postdoctoral Fellow (PDF) is an individual who meets the following criteria:

- the individual completed their his or her doctoral degree within six years of their appointment at Lakehead University;
- the appointment is viewed as preparatory for a full-time academic or research career;
- the appointment, normally full-time, involves substantial research or scholarship;
- the individual may have the opportunity to teach courses in accordance with conditions for Contract Lecturers outlined in the Lakehead University Faculty Association (LUFA) collective agreement;
- the individual will work under the supervision of a faculty mentor; and,
- the individual is encouraged and expected to publish the results of his or her research during the period of their appointment at Lakehead.

2. Length of Term

The appointment of a PDF is time-limited and not ongoing. Generally, the appointment is made for a period of at least six months and up to five years. Appointments may be renewed by the Vice President, Research and Innovation (VPRI) periodically subject to the five-year maximum. The duration of a PDF appointment may be limited by an external funding agency's terms and conditions or continued availability of external research funding.

3. Postdoctoral Fellow Categories

Depending on the job description, nature of supervision and source of the research grant/fellowship, a PDF may be a Postdoctoral Fellow as an award recipient or a Postdoctoral Fellow as an employee.

a) Postdoctoral Fellows (Award Recipient)

A Postdoctoral Fellow is an award recipient when the PDF is awarded a competitive fellowship from an external granting agency, which may or may not be paid through the University, or when a PDF receives financial support from a sponsoring agency. These PDFs do not have an employment relationship with the University and are not taxed at source or eligible for employer benefits.

b) Postdoctoral Fellow (Employee)

A Postdoctoral Fellow is an employee when they play a key role on a research team under the direction of a Lakehead University faculty member or Adjunct Professor (“Faculty Supervisor”) and funding is provided through a grant awarded to a Faculty Supervisor; in this case the PDF is paid a salary. The PDF (Employee) will be considered as being in an employment relationship with the University and therefore the terms and conditions of their working relationship with the Faculty Supervisor will be governed by Lakehead University’s employment policies and standards and are subject to mandatory statutory deductions.

PDF (Employees) are to be paid a minimum salary of at least \$32,000 per year. Standard working hours are 35 hours per week and in the case of a part-time appointment, the salary will be proportionate to the expected hours of work set out in the appointment letter. As noted above, because these PDF (Employees) are considered employees of Lakehead University, Faculty Supervisors must ensure that in addition to the minimum annual salary amount, sufficient funds are designated to cover the related mandatory contract benefit costs. Faculty Supervisors are advised to consult Human Resources for assistance in estimating benefit costs.

In the case where any PDF is contracted to teach part-time as a contract lecturer, the University’s terms and conditions generally applicable to such contract lecturers, or those outlined in the LUFA Collective Agreement if applicable, will be followed. When PDF’s hold financial support from an external agency, the restrictions and regulations of these granting agencies (including the term of agency support) must be observed by the PDF, Faculty Supervisor, and the University.

Lakehead University will not grant a Postdoctoral Fellow appointment if they are self-funded (i.e., utilizing their own private funds). Due diligence must be taken to ensure that PDFs who have obtained funding from an external agency, inside or outside Canada, meet the minimum salary/funding requirements in Canadian dollars.

4. Appointment and Registration of Postdoctoral Fellow:

The VPRI is responsible for making PDF appointments based upon the recommendation of a Faculty Supervisor. A potential PDF should first contact a potential Faculty Supervisor with similar research interests to discuss the potential of undertaking research under that researcher's supervision. If the potential Faculty Supervisor wishes to proceed, the Faculty Supervisor shall contact the Office of Research Services to initiate the official recruitment process. The Faculty Supervisor must provide following documentation to facilitate the preparation of a PDF letter of offer:

- 1) A completed **Request for Postdoctoral Fellow Appointment Form** (available from the Office of Research Services). The supervisor will be required to include the names of references checked for Postdoctoral Fellow (Employee) category.
- 2) A **letter of support** written by the proposed Faculty Supervisor and addressed to the VPRI recommending the University appointment of the applicant as a PDF at Lakehead and affiliation with their department/program.

The above documentation should be sent to the Office of Research Services at least three months prior to the expected date of appointment (or renewal) for consideration by the VPRI.

Faculty members are expected to exercise due diligence with regards to reference checks and letters of recommendation. When recruiting PDF's, faculty members must adhere to all relevant university policies, laws and regulations including but not limited to:

- Lakehead University collective agreements, policies and procedures, including research ethics, research integrity and conflict of interest policies;
- Provincial laws and regulations, including the Ontario Health and Safety Act, the Ontario Human Rights Code, etc.; and
- all federal laws and regulations including those concerning immigration.

5. Lakehead University Registration

Postdoctoral Fellows must officially register with the Office of Research Services. Approved PDFs will be provided with letters of appointment from the VPRI and a package of information

about the university and its academic policies. Copies of the letters of appointment will be given to the Office of Human Resources and the Office of Financial Services. Payment of salary to PDFs (Employees) will be made through Human Resources. Payment of fellowships/stipends to PDFs (Award Recipients) will be made through the Faculty of Graduate Studies. All original copies of registration materials will be kept in the Office of Research Services.

6. Services

Upon registration, a PDF will have access to the applicable services and facilities offered by the University, including: library, research services, computer services, and access to athletic facilities and parking permits (subject to paragraph 7).

7. Fees

Postdoctoral Fellows will be subject to the applicable university fees such as parking, athletics and health insurance programs. PDF's can also register in undergraduate and graduate courses at the rates applicable to part-time students and in accordance with university academic policies and regulations (refer to the Lakehead University Calendar).

8. Application of University Policies

The established policies and regulations of Lakehead University apply to the responsibilities and activities of a PDF including, for example, Research Ethics, Animal Care, Biosafety, Research Integrity, Intellectual Property (IP), etc. In accordance with the Employment Standards Act, the University reserves the right to terminate appointments of a PDF at any time upon the appropriate notice or without notice if a breach of a University policy or procedure is demonstrated.

9. Use of Research Facilities and Office Space

PDFs will be given access to research facilities associated with the Lakehead University Centre for Analytical Services (LUCAS) and will be subject to the same policies and academic rates enjoyed by full-time faculty. Some research facilities may have specific policies and

procedures for PDFs to access these research facilities. Faculty Supervisors will be responsible for accommodating PDFs within the space available in the Department or consulting the Dean for space within the Faculty. Space accommodations must be confirmed prior to registering the PDF.

10. Effective Date

This policy will apply to all new PDF appointments made after January 1, 2019, including renewals and may be revised or repealed if:

1. the Approving Body deems it necessary or desirable to do so;
2. the Policy is not legislatively or statutorily compliant; and/or
3. the Policy conflicts with another Governing Document.

Review Period: 7 years;

Date for Next Review: 2025;

Related Policies and Procedures: None;

Policy Superseded by this Policy: Postdoctoral Fellows and Visiting Scholars (as of January 2, 2019)

The University Secretariat manages the development of policies through an impartial, fair governance process. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.