Dear ________________:

On the recommendation of (chair/director) ________________ and with the approval of the Dean, Applied Health Sciences, we are pleased to offer you an appointment as a Postdoctoral Fellow in the Department of__________________, Faculty of Applied Health Sciences.

This is a _______year/month appointment commencing _____ and terminating on _________ unless terminated in writing by the Chair or Dean prior to the end date.

Paragraphs for non-Canadians –

For immigration purposes, you will be considered as a post-doctoral fellow and will require a work permit before you can legally work in Canada. You will need to provide proof of your PhD degree and employer compliance (IMM5802) submission must be provided when applying for immigration documentation. Please refer to the website: www.cic.gc.ca for further information. You will be employment authorization LMIA exempt under C44 of IRPR.

(If NSERC or SSHRC postdoctoral fellows)

It is understood that your salary for this period of appointment will be paid by an International Fellowship from the Natural Sciences and Engineering Research Council of Canada or Social Sciences and Humanities Research Council of Canada. (last sentence if applicable). In addition, the Department of ____ will provide you with an additional stipend in the amount of the $________, payable in _______ monthly installments.

The salary for this position will be $__________ (enter actual amount being paid to the PDF; taxes/benefits are not included in this gross amount but will be charged to the supervisor; see HR tool for assistance) for the 12-month appointment, payable in monthly installments. Benefits for this period of employment will also be provided as outlined in Policy 23 (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-23).

During the term of this appointment or any renewal or renewals thereof, University policy provides one month of vacation during each year of appointment as outlined Policy 56. Normally, all vacation should be taken at a time acceptable to your Department Chair/Director. All vacation entitlement must be used prior to termination.

[Note: If Banting, must use the words “Banting Fellowship” (has tax implications)]

[Note: Provide departmental benefits account for Banting and MITACS]

[Note: If the appointment is less than one year (Example: ONE year = Sept. 1, 2015 – Aug. 31, 2016) the PDF will be paid 4% vacation pay. Refer to Policy 56].
Your duties will be to ....

**If PhD is pending...**
This offer is conditional upon completion of the requirements for your PhD degree and upon receipt of evidence from ________________(Institution). In the event you have not been awarded your doctorate by ________________ (start date of appt.), we are prepared to offer you a research assistant position under the same terms and conditions outlined in this offer. Upon receipt of proof of your PhD degree completion, the conditions will then revert to the post-doc offer.

**if appointee is non-Canadian and is currently residing outside Canada:**
Please be advised that any person who is not a Canadian Citizen, and who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugee and Citizenship Canada (IRCC) to perform any work in Canada. The University of Waterloo may also have an obligation to seek permissions from IRCC for a confirmation against the Labour Market. Therefore, this offer is contingent upon such permissions. Although the University will follow the prescribed procedures in application for such permission as the employer, the authorization to work in Canada is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission (in writing, online or in person) with a Canadian embassy, high commission or consulate in your country as soon as possible. At that time, you should have this letter of appointment from the University of Waterloo in your possession. In the event that a work permit or other formal documented permission is not presented to the University before your arrival, the offer may be withdrawn without further notice.

[Note: The University does not centrally offer Moving/Travel reimbursements for PDF positions – this would only be included if the supervising prof. wishes to offer this].

Individuals who hold a Permanent Resident status in Canada are not required to obtain any other permission to perform work in Canada but should present the Permanent Resident status (Form IMM-5292 or IMM-5688 or Permanent Resident Card) to the University upon acceptance of any offer of employment.

**if appointee is already on campus - reappointment:**
Please be advised that any person who is not a Canadian Citizen, and who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugee and Citizenship Canada (IRCC) to perform any work in Canada. The University of Waterloo may also have an obligation to seek permission from IRCC for a confirmation against the Labour Market. Therefore, this offer is contingent upon such permissions. Although the University will follow the prescribed procedures in application for such permission as the employer, the authorization to work in Canada is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission online with Immigration, Refugee and Citizenship Canada (IRCC) as soon as possible. The application and guidelines can be found at [http://www.cic.gc.ca](http://www.cic.gc.ca). In the event that a work permit or other formal documented permission is not presented to the University by the start date of this offer, the offer may be withdrawn without further notice.

**UHIP – to be included for ALL Canadian & non-Canadian PDFs**
Participation in the University Health Insurance Plan (UHIP) is mandatory for all individuals who have a formalized relationship with the University of Waterloo including their accompanying dependents (spouse/children) if they are not eligible for Ontario Health Insurance (OHIP). Please contact the Human
Resources Department at hrhelp@uwaterloo.ca to arrange an appointment to enroll in UHIP as soon as you arrive.

Your salary and benefits will begin when you arrive at the University to take up the appointment. Any annual salary increases will follow the guidelines set out by the Research Office and Human Resources described here: https://uwaterloo.ca/research/find-and-manage-funding/apply-funding/building-budget/recommended-salary-rates. Please arrange to meet with Human Resources, East Campus 1 building to set up your payroll arrangements and health insurance.

Please refer to the following postdoctoral fellow website. http://www.grad.uwaterloo.ca/postdoc/postdoc_main.asp.

Effective January 1, 2013, all postdoctoral fellows will be required to complete a tutorial on Human Research Ethics Training upon arrival at the University before a research ethics application, on which you are named, can be submitted for ethics clearance. Non-compliance will result in all future applications being returned to the principal investigator or faculty supervisor until the tutorial has been completed. For more information, please review the Policy for Human Research Ethics Training on the Office of Research website: http://www.research.uwaterloo.ca/policies/. The CORE tutorial can be found at http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/.

All individuals who have a formalized relationship with the University of Waterloo are required to complete three mandatory on-line Safety courses and the Accessibility for Ontarians with Disabilities on-line training modules during their first term of employment. Please make arrangements to fulfill these requirements as soon as possible and confirm completion with your department head. Links can be found on the Safety Office and AccessAbility Services web sites.

If you foresee that you will be unable to arrive at the University within a few days of the proposed starting date, please inform your supervisor or host department as soon as possible to determine whether a new starting date for the appointment can be arranged.

Should you have any questions concerning this offer, please communicate directly with Professor _________________ or Department Chair/Director or the Dean of Applied Health Sciences.

We look forward to your acceptance of this offer which you can indicate by signing the enclosed copy of this letter and returning it to me by __________________ (deadline date).

Yours sincerely,

__________________________________   ___________________________
Supervising faculty member       Date

__________________________________   ___________________________
Chair/Director Department/School/Research Centre       Date

__________________________________   ___________________________
Dean       Date

Encls. Policy 23, 56
ACCEPTANCE

I hereby accept the above offer for services from the University of Waterloo and acknowledge and accept the terms and conditions of this appointment.

Dated at ____________________, this ___________ day of ________________, _______.
(place) (day) (month) (year)

________________________________________
Signature

________________________________________
(Please type in the name of Postdoctoral Fellow here so that when the person signs, we can determine who the acceptance is from)

Please return your acceptance addressed to the above named Chair/Director of the department/school and we will ensure this paperwork is distributed appropriately.

<<Chair/Director>>
<<Dept/School>>
Faculty of Applied Health Sciences
University of Waterloo
200 University Avenue
Waterloo, ON N2L 3G1