*Please use department letterhead with UVic logo and contact information*

* Obtain an Offer of Employment number by contacting [immigrationt@uvic.ca](mailto:gcsupport@uvic.ca) – the Employer Compliance fee of $230 will be charged to your department
* If this offer is for a term of longer than 3 years, contact the Office of the General Counsel.

LETTER OF OFFER TEMPLATE

Grant-funded International PDFs

For International PDFs paid by their supervisor’s grant(s)

[*Date*]

[*Name of Candidate*]

[*Address of Candidate*]

Dear [*Name of Candidate*]

**Re: Letter of Offer for Post Doctoral Fellowship at the University of Victoria – [*name of project*]**

I am pleased to offer you a Post-Doctoral Fellow position with the [*name of department, school or faculty*] starting [*date*] (please contact me if you wish to adjust the starting date). This letter constitutes the contract for your term of appointment at the university and is conditional upon you obtaining approval from government agencies responsible for immigration and work permits.

**[Optional clause**: This offer is conditional upon you completing all of your doctoral requirements and providing me with written proof of your completion before the appointment at the University of Victoria commences.]

Since you are not a Canadian citizen or a permanent resident, you will need to apply to Immigration, Refugee and Citizenship Canada (“IRCC”) for authorization to work in Canada. Post-doctoral Fellows are eligible to apply for a work permit without the need for a Labour Market Impact Assessment under exemption code “C44.” I will provide you with the receipt number for an Offer of Employment submission to IRCC made with respect to you and IRCC’s confirmation that the Offer of Employment has been processed. You will need to submit these to IRCC with your work permit application. Please follow the instructions for applying for a work permit on the IRCC website at <http://www.cic.gc.ca/english/work/apply-how.asp>

and note that you may be eligible to apply for and receive your work permit at the border or airport upon arrival in Canada if you do not require a visa to enter Canada. You can determine whether you need a visa by referring to this link: <http://www.cic.gc.ca/english/visit/visas.asp>. If you do not require a visa, you still may be required to obtain an electronic Travel Authorization (eTA) before entering Canada by air to make your work permit application. You can determine whether you need to apply for an eTA by referring to this link: <http://www.cic.gc.ca/english/visit/eta.asp>.

Although you will be working on the campus of the University of Victoria, you will be employed by me directly through the [*name of grant*] from [*name of funding agency*]. During your employment with me and your term as a Post Doctoral Fellow at the university, you will be subject to the policies of the university including, but not limited to, the *Post Doctoral Fellows policy HR6310* and *Procedures for the Appointment of Post Doctoral Fellows* found at <http://www.uvic.ca/shared/shared_usec/docs/policies/HR6310_7010_.pdf>.

The initial appointment will be for [*insert length of term up to 3 years*] on a full-time basis [*insert wording on the expectation of hours of work and level of flexibility required*] and will end on [*end of term* *date*] [*Optional: and is subject to a probationary period of 3 months*]. The salary for this position is $[insert salary] Canadian per year (pro-rated for a shorter term). [*Optional:* This position may be renewed for a further two years [*Optional: with a further performance-based salary adjustment*] subject to satisfactory performance and the availability of funding.] During your fellowship you will be supervised by [*name of Faculty Member*]. [*insert wording on the performance assessment and salary adjustments processes*].

Unless otherwise specifically stated in writing, conditions of your employment will be in accordance with the requirements set out in the B.C. Employment Standards Act and Regulations. You may wish to consult the terms of the Act and Regulations found at [www.labour.gov.bc.ca/esb/igm/igm-toc.htm](http://www.labour.gov.bc.ca/esb/igm/igm-toc.htm).

[*Insert wording on any conditions set by the relevant Funding Agency(s) on the use and eligibility of the funds supporting the PDF*]

[*Insert wording on eligibility for leave, consistent with the regulations governing the source of funding and the relevant employment law]*

[***IF OFFERED insert wording on the benefits to be offered including medical services, extended health benefits, University Pension Plan, Basic Group Life Insurance. i.e.*** *“Through the grant funding I will provide the employer share of the following voluntary benefits: Medical Services Plan, Extended Health Plan, Dental Plan, Basic Life Insurance and Optional Group Life Insurance. You will be eligible for the Dental Plan, Basic Life Insurance and Optional Group Life Insurance after one year employment. Eligibility, employee share costs, and employer share costs are detailed in the university’s policy on Employment Under Externally Funded Grants And Contracts HR 6305 –* ***attach policy or include weblink*** [***http://www.uvic.ca/shared/shared\_usec/docs/policies/HR6305\_1470\_.pdf***](http://www.uvic.ca/shared/shared_usec/docs/policies/HR6305_1470_.pdf) ***]***

If medical services benefits are not offered as part of your employment conditions you are required to have medical insurance through the BC Medical Services Plan (or another plan if you are not eligible), before you commence your position.

Your appointment may be terminated for just cause (in accordance with Canadian employment law) at any time and without notice. Just cause may include, but is not limited to, non-performance, and violation of university policies and procedures. The appointment may also be ended at my discretion and without cause, at any time prior to [*insert end of term date*], upon providing you with one month’s written notice, or alternatively providing you with one month’s salary in lieu of notice. [NOTE: *i****nclude the following statement if there is an option to renew the PDF:*** *I will provide you with at least three months’ written notice, or alternatively three months’ salary in lieu of notice, if I am unable to renew your Post Doctoral Fellowship due to insufficient funds.*]. In these cases, neither I nor the university will have any further liability with regard to your employment or Post Doctoral Fellowship.

You will be performing research on [*insert field of research*] and will be provided with workspace for that purpose. As part of your duties, you are expected to assist with project-related tasks and contribute to the management of the project by communicating with outside collaborators, exchanging information and materials as necessary. You will also contribute to the existing research group and participate in research meetings. You may also have the opportunity to co-supervise graduate students, contribute to industry sponsored research, initiate new research and contribute to the writing of grant proposals. Laboratory costs are covered by the research grant but you are expected to ensure the funds are spent effectively.

You will be a co-author on any publications arising from your work on this project with first, second or other authorship depending on the relative contributions. Typically the principal investigator will be the senior and corresponding author. If any intellectual property (IP) is developed from your work on the project, you will work with the principal investigator and the university’s Research Partnerships and Knowledge Mobilization Unit (RPKM) to develop and protect the IP. IP sharing will be assessed on a case by case basis in consultation with RPKM. [*If required, insert wording on any restrictions on the ownership of intellectual property developed by the PDF while at the University*]

As a Post Doctoral Fellow at the University of Victoria you are eligible:

1. to hold University identity cards that provide access to library facilities;
2. for information systems access similar to that of a faculty member;
3. to apply for, and upon payment of the required fees, use University athletic facilities on campus;
4. to apply for, and upon payment of the required fees, have access to University parking;
5. to receive career advice and job placement services offered by the Student Employment Centre

Should you have any questions and if you require additional information on Victoria or assistance in finding housing or temporary accommodation, please do not hesitate to contact me. Please indicate your acceptance of this offer by signing the enclosed copy of this letter and faxing [*include fax number*] it to me and mailing the hard copy as soon as possible (within two weeks) so that your appointment can be finalised. If I have not heard from you by [*date*] this offer will be considered withdrawn.

[*Name of department, school, or faculty*] is comprised of a dynamic group of researchers, staff and students currently engaged in an array of projects and activities related to [*field of research*]. You will have opportunities to interact both socially and professionally with this diverse group, and we look forward to having you as a colleague.

Sincerely

[*Grant holder name*]

[*title*]

cc: [*Name of Chair, Head or Dean*]

[*Optional: Name of Research Centre Director*]

I have read and understood the terms of this employment contract, the *Post Doctoral Fellows Policy HR6310* and *Procedures for the Appointment of Post Doctoral Fellows* and accept the terms of this offer.

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Signed: [*Name of candidate*] Date