*Letter of Offer for Domestic Post Doctoral Fellows (PDF)*

*(UVIC Policy H6310: Internal)*

Date: []

Name of candidate:  []

Address of candidate: []

Email Address of candidate: []

Dear [CANDIDATE NAME],

I am pleased to offer you a postdoctoral fellow position at the University of Victoria. The University of Victoria is comprised of a very dynamic group of researchers, staff and students currently engaged in an array of projects and activities related to many fields 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. This letter constitutes the contract for your term of appointment as a postdoctoral fellow at the university.

**Appointment Details**

Name of department or school and faculty: []

Start date: []

End date: []

Supervisor: []

Supervisor’s Email: []

The initial appointment will be on a full-time basis [*insert the expectation of hours of work and level of flexibility required, include period of probation as required]*.

Conditions of Appointment and Termination

Appointments are conditional upon completion of and compliance with the terms of [Policy HR6310](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf), and in particular all applicable sections from 8.00-18.00 of that Policy.

* Appointments may be renewable (total length of term will not normally extend beyond five years), subject to satisfactory performance and the availability of funding.
* I have confirmed that written proof of your degree completion has been provided.
* The university anticipates that your employment will continue as stated above. However, 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 the above stated end date upon providing you with one month’s written notice, or alternatively providing you with one month’s salary in lieu of notice. In addition to other factors which may inadvertently impact your employment status, a change in the source or amount of the grant/award could adversely impact UVIC’s ability to continue your employment. In these cases, neither the university nor I will have any further liability with regard to your employment or Post Doctoral Fellowship.

**Funding Information**

Name of Grant: []

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*](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf) and the [Policy on Human Rights, Equity and Fairness (GV0200)](https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0200_1105_.pdf). University policies are available for review on the [University Secretary’s website](https://www.uvic.ca/universitysecretary/policies/search/index.php).

**Salary and Benefits Information**

**NOTE: salary and benefits for Internal PDFs as stated in revisions to Policy HR6310 will not be effective until 01 April, 2024.**

The annual salary for this position is [AMOUNT] (CAD, pro-rated for a shorter term).

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. Please see the BC Medical Services Plan website ([www.health.gov.bc.ca/msp](http://www.health.gov.bc.ca/msp)) for more information.

As an Internal PDF, you are eligible to enrol in the university sponsored Extended Health Plan and Dental Plan subject to the certain conditions (see [Policy HR6310](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf)). Through my grant funding, I will fund the employer’s portion of the above noted benefits. Note that provincial health care is mandatory in order to enroll in the extended health plan.  **You must enroll for extended health and dental coverage, it does not happen automatically. For information regarding benefits enrolment, please contact** **benefits@uvic.ca****.**

**Vacation and Sick Days**

The number of paid vacation days per calendar year to be taken at a mutually agreed upon time is [AMOUNT]. The entitlement will be pro-rated for shorter term.

* As per [Policy HR6310](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf), you are entitled to 10 days paid sick leave per year, pro-rated for a shorter term.
* Eligibility for time off and pay calculated in conformity with the provisions of the Employment Standards Act (ESA) or statutory holidays.

**Research Information/Job Description** (attach JD if preferred)

*Example text: 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.*

**General/Special Conditions**

Eligibility for a one-time relocation reimbursement up to a maximum amount, in accordance with the granting agency principles and [Policy HR6310](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf), if applicable: [AMOUNT or N/A] (CAD).

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 Career Service

**Employment Standards Act (ESA)**

Any terms and conditions of employment which have not been expressly addressed in this letter but which are covered by the ESA will be dealt with in conformity with the relevant provisions of the [ESA](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01).

**Accepting This Letter of Offer**

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 scanning then emailing it to me. Be sure to include an up to date email address.

If I have not heard from you confirming your acceptance by [DATE] this offer will be withdrawn.

I look forward to welcoming you to University of Victoria’s dynamic research community.

Sincerely,

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*Supervisor/Principal Investigator Name of Supervisor/Principle Investigator*

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*](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf)and accept the terms of this offer.

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*Candidate’s signature Date*

cc:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Chair, Head or Dean Optional: Name of Research Centre Director*