

UVIC Post-Doctoral Fellow Handbook



Territory acknowledgement

We acknowledge and respect the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.

You can find more information on UVic's territory acknowledgement, as well as a video welcome to the territory by Elder Elmer George, on the [Office of the Vice-President Indigenous website](#).

Welcome Remarks from the Vice President, Research and Innovation

Dear Post-doctoral Fellows,

On behalf of the University of Victoria, I am delighted to welcome you to our vibrant community of scholars and innovators. As you embark on this exciting and transformative phase of your academic career, I want to take a moment to recognize the vital role you play in advancing our research goals and contributing to the broader academic landscape.

At UVic, we are guided by *Aspiration 2030*, our vision for a bold and inclusive future, where research excellence, innovation, and community engagement are at the core of everything we do. Postdoctoral fellows are an integral part of this vision, as you bring unique expertise, diverse perspectives, and fresh ideas to our institution. Through your work, you help us build research capacity that not only pushes the boundaries of knowledge but also has meaningful and lasting impact on society.

Your contributions extend far beyond your individual research. You are key to fostering a culture of collaboration, mentoring graduate students, and engaging with faculty and researchers across disciplines. Together, we are creating a community of inquiry that thrives on shared knowledge, mutual respect, and a commitment to excellence.

As a postdoc at UVic, you will have the opportunity to grow professionally, contribute to cutting-edge research, and be part of a global network of scholars committed to addressing the challenges of today and tomorrow. We are proud to support you on this journey and look forward to the many ways you will shape the future of research, innovation, and community at UVic and beyond.

Once again, welcome to UVic. We are thrilled to have you here and excited to see the incredible work you will accomplish during your time with us.

Best wishes,

Lisa Kalynchuk, PhD

Vice-President Research and Innovation

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Getting Started at UVic

UVic is one of Canada's leading research-intensive universities. It is home to over 22,000 undergraduate and graduate students and 5000 employees, including 900 full-time faculty and over 150 post-doctoral fellows. You can find more information about UVic's ranking and reputation, research strengths, history, and more on the [UVic website](#).

Employee Onboarding Checklist

After accepting your offer of employment, you will receive an onboarding email from our job management system (UVic Careers) with instruction to complete required documentation in your Employee Onboarding Checklist:

- **UVic Employee Information Form:** Complete this online form as soon as possible. It is required to set up your UVic payroll and to issue you your employee number.
- **Enroll in Direct Deposit:** You can enroll [online](#).
- **UVic Occupational Health, Safety & Environment (OHSE) Trainings:** All new employees will receive an automated email after their start date to complete two courses: Health and Safety Orientation, and Awareness and Prevention of Workplace Bullying, Harassment and Discrimination. The goals of these trainings are to create an ongoing commitment to health and safety during your time at UVic and to ensure compliance with WorkSafeBC.
- **Benefits Information and Enrolment:** Please read the [Post-Doctoral Fellows Guide to Benefits and Premiums](#), and, if eligible, complete and return the benefit forms to enrol in Extended Health and Dental benefits.

While not specific to post-doctoral fellows, many of the resources in this handbook can also be found online at the page for [new faculty and staff](#), and in the [UVic Employee Handbook](#) and the [Indigenous Employee Guide](#).

NetLink ID

After you complete the UVic Employee Information Form, you will receive an email with your employee number and a link to create a NetLink ID. A NetLink ID is required to set up your UVic email account and payroll, and access other important

employment-related information. If you need assistance with your NetLink ID, please contact the Computer Help Desk at helpdesk@uvic.ca or 250-721-7687.

ONECard

The UVic ONECard is the single official identification card for the University of Victoria community. It incorporates many systems and services throughout the university under one card. [Get your ONECard](#) by visiting the ONECard office in the Jamie Cassels Centre or by logging into [Online Tools](#) (using your Netlink ID) and uploading your photo. You'll receive a message from our ONECard staff on where to pick it up your card when you arrive on campus. To obtain your UVic ONECard you will need your UVic identification V0# and one piece of government issued photo identification.

Load your ONECard and use it as a debit card (with no fees attached) at many point-of-sale systems across campus. Add funds and manage your balance by logging into [Online Tools](#).

ONECard is now available on your [mobile device](#).

Online Tools

[Online Tools](#) is your source for access to personalized computing resources at UVic. It is a single-login site that gives members of the UVic community access to secured information on the UVic network (finance reporting, student reporting, etc.), pay information, email and much more.

The Employee Services portion of the website allows you to access pay and job-related information. Some of that information includes:

- **Pay Information:** Job summary, pay stubs and direct deposit allocation.
- **Leaves and Benefits:** Benefit statement and leave balances (includes your sick and vacation entitlements).
- **Tax Forms:** Downloadable T4 slips, tax credits, and deduction update forms.

The Personal Profile portion of the website allows you to update your contact information and View/Update your preferred first name. You should also add an emergency contact.

Pay

Full time appointments at UVic are on the basis of 35 hours per week. All employees are paid on a semi-monthly basis. Pay periods are the 1st to the 15th and the 16th to the 31st of each month. If you are being paid through Direct Deposit, you can view your pay stub in the Employee Services section of [Online Tools](#). You can find [frequently asked questions about payroll online](#).

Leaves and Vacation

If you are an employee of the university, you are eligible for a minimum number of paid vacation days per year according to the [BC Employment Standards Act](#), currently 10 days. You are additionally eligible for 10 days of sick leave per year, leave to attend an Indigenous ceremonial gathering or cultural activity, and bereavement leave.

Most post-doctoral fellows are eligible for maternity/parental/adoption leave. If you are an employee, you will be contributing to Employment Insurance (EI) and are entitled to partial salary support directly from [EI maternity and parental benefits](#). UVic will additionally provide supplemental top-up funding to 95% of your salary for a period of time according to the [guidelines for UVic PEA employees](#). If you are funded by a Tri-Agency grant, you may be eligible for supplemental funds according to the [Tri-Agency Guide on Financial Administration](#).

For more information on leaves and vacation, see the [Post-Doctoral Fellows Policy and Procedures \(HR6310\)](#).

Moving to Victoria

Victoria is the capital city of British Columbia and is located at the southern tip of Vancouver Island on Canada's West Coast. Victoria is known for its natural environment and mild climate, with year-round outdoor activities. Take a look at [Destination Greater Victoria](#) for some of the top attractions in the area. The [UVic Employee Handbook](#) also has a list of some things to do on campus.

Housing

While intended for international students, the [UVic Off-Campus Housing Guide](#) provides useful information on where to look for housing in Victoria, as well as resources related to renting in BC.

Transportation

UVic is connected by several major bus and bicycle routes, and the campus offers parking and an accessible and pedestrian-friendly environment. You can find an interactive campus map [online](#).

Campus security has more information on [parking and transportation](#), including:

- **Public Transportation:** The [UVic employee bus pass program](#) offers monthly Victoria Regional Transit passes at more than 50% off the regular price. Most post-doctoral fellows are eligible. You can purchase an employee bus pass at the Campus Security office near the bus loop.
- **Cycling:** Victoria is one of the most bike-friendly cities in North America, and UVic is dedicated to being a leader in cycling infrastructure. UVic maintains a list of [cycling resources and campus amenities](#). The [Campus Bike Centre](#) is a key resource and hub for cyclists on campus. You can also find regional cycling maps on the [Capital Regional District website](#).
- **Parking:** UVic uses [virtual parking permits](#) by licence plate number. All vehicles parked on campus must have a licence plate linked to a valid permit. Hourly, daily and weekly permits are available at any parking dispenser or [online](#).

Driving

In order to legally drive in BC, you have to switch over your licence within 90 days of arrival. Driver's licenses are issued by the Insurance Corporation of British Columbia (ICBC). Please see the [ICBC page](#) on moving to BC for more information on how to obtain a BC driver's licence.

Health and Wellness Resources

Please see the [Post-Doctoral Fellows Guide to Benefits and Premiums](#) for more information on the [Medical Services Plan](#) (MSP) for BC residents and [BC PharmaCare](#), as well as information on the UVic Extended Health and Dental plans and the [Employee and Family Assistance Program](#). Note that you must enroll for extended health and dental coverage; it does not happen automatically.

[HealthlinkBC](#) provides free non-emergency health information and advice and is available 24/7. You can [call 811](#) free-of-charge to speak to a health services navigator who can help you find health information and services, or connect you directly with a registered nurse, registered dietitian, a qualified exercise professional, or a pharmacist. HealthLinkBC can also help you find the nearest [urgent and primary care centre](#).

In an urgent medical situation, call 911 or go to the nearest [emergency room](#). [Crisis Centre BC](#) provides access to 24/7 phone lines for those experiencing a mental health crisis.

Child Care and Public Schools

UVic offers [child care](#), but demand is extremely high and the waiting list is generally between one and three years. For other child care options in Victoria, see [Victoria Child Care Resource and Referral](#).

To register your child in public school, contact your school board. The city of Victoria and the area around UVic are in [School District 61](#). If you live farther away from the university, you can find your district on the [school district map](#).

International Post-Doctoral Fellows

To work in Canada, you need a Social Insurance Number (SIN). You can find instructions for how to apply [online](#). You will need your SIN to complete your UVic Employee Information Form and set up your payroll.

In order to set up direct deposit, you will also need an account at a Canadian bank, credit union or trust company. A SIN may be requested but is not always required. Check the Canadian Bankers Association's information on [banking for newcomers](#) for more information.

You may find the resources available at [WelcomeBC](#) helpful in navigating your move and setting things up in BC. These resources include the BC Newcomers' Guide, information on daily life, and information on what to do in your first few days in BC.

If you are an employee of the university, you are covered by [BC employment standards](#). The [rights of all workers](#) in Canada are protected by law, including temporary foreign workers.

Note that if your work permit is valid for more than six months, your spouse/partner may be eligible to apply for an open work permit.

If you require any immigration assistance, please contact immigration@uvic.ca.

Campus Resources

UVic is committed to supporting its research community, including investing in post-doctoral fellows to build capacity for the next generation. Post-doctoral fellows at UVic have access to a variety of research supports and professional development opportunities in addition to broader campus community resources.

Your primary point of contact outside of your supervisor during your time at UVic is the post-doctoral fellow administrator. The post-doctoral fellow administrator is responsible for helping post-doctoral fellows and their supervisors with anything related to post-doctoral fellows, including policies and procedures, appointments and hiring, and finding additional resources. If you have any questions during your time at UVic, you can contact the post-doctoral fellow administrator at postdocadmin@uvic.ca or 250-853-3188.

Research Supports

Post-doctoral fellows at UVic are supported by the [Office of Research Services](#) (ORS). ORS supports researchers at UVic in applying for funding, administering research grants, processing applications for human research ethics approval, animal care, and more.

The ORS [post-doctoral fellows page](#) has a list of events that may be of interest to you, as well as a list of funding opportunities for post-doctoral fellows in Canada. If you are applying for funding, you can contact your [faculty grant officer](#) for help with your application and to find out if an RASF is required.

Other offices that support research on campus include:

- **[UVic Libraries](#):** Provide access to journal articles, books, databases, and other resources. The libraries also offer [workshops](#) covering a range of research topics, including citation management, computing, and data management.
- **[University Systems](#):** Provides IT services and support at UVic. This includes training, workshops, and support for [research computing](#). Systems also maintains a [list of software](#) available online via the software distribution service.

- **[Occupational Health, Safety & Environment \(OHSE\)](#):** Provides health and safety support in research safety, occupational health and environmental protection. Research safety includes biosafety, radiation safety, laboratory safety, boating, scientific diving, field research, and safety data sheets. OHSE offers a variety of [safety trainings](#), including research safety training that may be required depending on your research.
- **[Innovation and Partnerships \(IPO\)](#):** Helps to partner industry, government, not-for-profit organizations, and Indigenous governments and organizations with researchers at UVic. Additionally, if any intellectual property (IP) is developed from your work, you will work with IPO to develop and protect the IP. IP sharing will be assessed on a case-by-case basis in consultation with IPO.
- **[Research Security](#):** Promotes awareness and provides education in research security, and helps to mitigate potential risks in research partnerships. Research security workshops are open to researchers across campus, including post-doctoral fellows.

Professional Development

The Employee Learning Program supports the professional development of UVic employees by offering free learning sessions year-round. You can access these resources through the [HR Employee Learning Hub](#). Some of these courses are offered asynchronously online, and others are offered in-person.

If you are interested in teaching, [Learning and Teaching Support and Innovation \(LTSI\)](#) offers resources through [Teach Anywhere](#). Post-doctoral fellows are also welcome to attend LTSI workshops that are open to faculty and instructors. You can find a full list of LTSI workshops on [Learning Central](#) by filtering by provider.

Outside of UVic, the [Canadian Association of Postdoctoral Scholars](#) (CAPS-ACPP) is a postdoc-led professional association representing postdocs in Canada. CAPS hosts events during Postdoc Appreciate Week in late September every year. You can [become a member](#) for free to join the CAPS mailing list. UVic is also a member of the [Graduate and Postdoctoral Development Network](#) (GPDN), which hosts an annual career symposium in the fall.

As a postdoc, you may also consider creating a professional development plan. If you are in a scientific field, the [myIDP Individual Development Plan](#) online tool is a free resource developed specifically for PhD students and postdocs in the sciences. The Canadian Institutes of Health Research (CIHR) also has an [Individual Development Plan](#) developed specifically with graduate students and post-doctoral fellows in mind.

Recreation

The [Centre for Athletics Recreation and Special Abilities](#) (CARSA) offers diverse recreational programs in a safe, inclusive, and accessible environment. Most post-doctoral fellows will qualify for discounted (non-continuing) [membership rates](#).

Campus Security and Emergency Planning

In the event of an emergency, or to report suspicious activity, you can contact the 24-hour Campus Security Services Emergency Line at 250-721-7599. Call 911 for ambulance/fire/police.

Campus security also has [several programs](#) to promote a safe campus and ensure personal safety:

- **Safehaven:** The Campus Security Building is open 24 hours a day, 7 days a week for assistance.
- **SafeWalk:** Provides a 24 hours a day, 7 days a week safe walk service between buildings, or from a building to a vehicle or vice-versa. To access this service call 250-721-7599, or use one of the direct dial phones around campus.
- **Campus Alone:** Provides a check in for individuals concerned for their personal safety. Available to all members of the campus community who work or study on campus during the quiet hours of evenings, weekends, holidays, etc. To access this service call 250-721-7599.

You may also wish to register for [UVic Alerts](#), a notification system that allows the university to quickly and efficiently contact you with important information during a disrupting event, such as university closures due to snowfall.

Campus Policies and Procedures

Post-doctoral fellows at UVic are governed by the [Post-Doctoral Fellows Policy and Procedures \(HR6310\)](#). This policy defines the eligibility requirements for a post-doctoral fellow appointment at the university, distinguishes between appointment categories, establishes the responsibilities of both the post-doctoral fellow and their supervisor, and outlines support provided by the university. This policy also contains further information about benefits and leaves, and outlines dispute resolution procedures.

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. This work is supported by a number of campus offices, including the [Equity and Human Rights](#) (EQHR) office. You can learn more about related supports and policies, such as the [Policy on Human Rights, Equity and Fairness \(GV0200\)](#), as well as [employment equity](#) at UVic, on the EQHR [website](#). EQHR also offers [education, training and workshops](#) related to human rights, diversity, equity and inclusion.

UVic strives to be a place that is free of discrimination and harassment. The [Discrimination and Harassment Prevention and Response Policy \(GV0205\)](#) sets out UVic's framework to prevent and respond to Discrimination and Harassment. You can find more information on the policy as well as options and supports [online](#).

While at UVic, you must abide by the relevant research security policies and procedures that take Canada's national security into consideration. You shall not conduct research with nor accept any kind of support from any entity on Canada's List of Named Research Organizations (NROs) without the approval from your supervisor and the appropriate vetting done through the [Research Security Unit](#).

The policies mentioned above are not comprehensive. During your time at UVic, you must abide by all [University policies](#). The partial list of University policies below may be particularly important to you and your research while at UVic.

- [Acceptable Use of Electronic Information Resources \(IM7200\)](#)
- [Discrimination and Harassment Prevention and Response \(GV0205\)](#)
- [Employment Equity \(HR6100\)](#)
- [Environmental Health and Safety \(SS9200\)](#)
- [External Research Funding Agreements \(RH8200\)](#)
- [Human Rights Equity and Fairness \(GV0200\)](#)
- [Information Security \(IM7800\)](#)
- [Intellectual Property \(GV0215\)](#)
- [Libraries Loan \(IM7600\)](#)
- [Liquor Policy \(AD2400\)](#)
- [Post-Doctoral Fellows \(HR6310\)](#)
- [Protection of Privacy \(GV0235\)](#)
- [Research \(RH8100\)](#)
- [Research Involving Humans \(RH8105\)](#)
- [Research or Teaching Involving Animals \(RH8110\)](#)
- [Scholarly Integrity \(AC1105A\)](#)
- [Sexualized Violence Prevention and Response \(GV0245\)](#)
- [Traffic and Parking Regulations \(BP3205\)](#)
- [Travel and Business Expenses \(FM5610\)](#)

Welcome again to UVic!

If you have any questions about anything in this handbook, or more broadly about your time as a post-doctoral fellow, please contact the post-doctoral fellow administrator at postdocadmin@uvic.ca or 250-853-3188.