

Confirmation of Space and Facilities for Post Doctoral Fellows (PDF) **(UVIC Policy H6310)**

*This form should be completed **before** an offer of employment or offer of appointment is made.*

Appointment Details

PDF Name:

PDF Email:

Supervisor Name:

Supervisor Email:

Appointment Start Date:

Appointment End Date:

Space and Facility Requirements: *(For example: office and/or laboratory space, field equipment &c)*

Teaching Appointments and/or Other Conditions: *(Note: PDFs are encouraged to teach where opportunities exist for professional development as part of their PDF appointment (e.g., guest lecturer); however, the PDF should not hold responsibility for the course as part of the PDF appointment. If the PDF is fully responsible for a course, a separate appointment such as a sessional lecturer appointment, within the CUPE 4163 Component 3 collective agreement guidelines will be required. For additional information or clarification, please refer to the Post-Doctoral Fellows Policy)*

Signatures

Name of Researcher/PDF Supervisor (Please print)

(Signature/Date)

Name of Chair/Director (Please print)
(Academic Unit)

(Signature/Date)

Name of Director (Please print)
(Research Centre, if applicable)

(Signature/Date)

Name of Dean (Please print)

(Signature/Date)

INSTRUCTIONS

Academic Unit/Supervisor:

1. Complete and obtain necessary approvals on the Confirmation of Space and Facilities Form (signatories include faculty member/PDF supervisor, chair or director and dean of faculty).
2. Complete Letter of Offer (signatories include Postdoctoral Fellow, PDF supervisor and Academic Unit Head {Research Centre Director is optional})
3. Submit [Online Appointment form](#) (for Internal and Award Recipient PDFs) or [Recommendation for Non-Renumerated Appointment form](#) (for scholarship payments) to Payroll

***Note** that prior to the offer being issued to the Postdoctoral Fellow, Letters of Offer must be reviewed and approved by the Postdoc Administrator. For international postdocs, the Immigration Coordinator must also review the Letter of Offer

Email [Postdoctoral Fellow Administrator](#):

A copy of the signed Space and Facilities Form

A copy of the signed Letter of Offer

Add Postdoctoral Fellow Administrator to Payroll Ticket for Online Appointment Form

Academic Unit/Research Centre must retain the following records:

Original of the signed Space and Facilities Form

Original of the signed Letter of Offer

Copy of the signed Appointment Form(s)