



### Confirmation of Space and Facilities Post-Doctoral Fellows

To be completed in accordance with Section 20 of the [University of Victoria Post-Doctoral Fellows Policy HR6310, and Section 7](#) of the associated procedures, **BEFORE** an offer of employment or offer of appointment is made. **This form must be updated and resubmitted when an employment term is extended or renewed.** Please refer to the [policy and procedures](#) prior to completing this form.

<b>Legal name of PDF</b> (last, first):	
<b>PDF's email address:</b>	
<b>Name of PDF supervisor</b> (see Note 1):	
<b>Supervisor's academic unit:</b>	
<b>Supervisor's email:</b>	
<b>Supervisor's phone:</b>	
<b>Term of appointment:</b> (e.g., YYYY-MM--DD to YYYY-MM-DD) (if the appointment is eligible for renewal, please indicate the period of renewal.)	
<b>Nature of research to be undertaken:</b>	
<b>Space and facility requirements:</b>	
<b>Source(s) of funding:</b> (indicate if funding is from supervisor or PDF's own award, or a combination of both)	Check all that apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> PDF supervisor's grant funding</li> <li><input type="checkbox"/> Other faculty member's grant funding</li> <li><input type="checkbox"/> PDF's own funding</li> <li><input type="checkbox"/> Other, please specify</li> </ul> <hr/>
<b>Funding type:</b>	Check all that apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cihr</li> <li><input type="checkbox"/> Sshrc</li> <li><input type="checkbox"/> Nserc</li> <li><input type="checkbox"/> Mitacs</li> </ul>

	<input type="checkbox"/> Banting fellowship <input type="checkbox"/> Other, please specify <hr/>
<b>Teaching appointments</b> (see Note 2):	
<b>Other conditions:</b>	

**Note 1:** As per [University Policy HR6310 Post-Doctoral Fellows Policy](#); Section 3.00, only faculty members can supervise PDFs. “Faculty Member [i.e., the supervisor] means a person who holds an academic appointment at the University of Victoria as defined under section 2.11 of the Collective Agreement, and who supervises a Post Doctoral Fellow.”

**Note 2:** 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.

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**Name of Researcher/PDF Supervisor**  
(Please print)

**(Signature/Date)**

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**Name of Chair/Director**  
(Please print)

**(Signature/Date)**

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**Name of Dean**  
(Please print)

**(Signature/Date)**

## INSTRUCTIONS

PDF Supervisor: 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).

Mail to Payroll Office:

- A copy of the signed Letter of Offer
- The original signed Appointment Form(s)

Mail or email ([postdocinfo@uvic.ca](mailto:postdocinfo@uvic.ca)) ORS:

- A copy of the signed Space and Facilities Form
- A copy of the signed Letter of Offer
- A copy of the signed Appointment Form(s)

Hiring department/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)