Postdoctoral Fellows

Update: July 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per Research Office
A Postdoctoral Fellow is a person who has recently completed the requirements for a doctoral degree and who wishes to increase research experience and professional competence by engaging in research work in collaboration with a suitably qualified faculty member. Postdoctoral Fellows are not members of a department nor are they members of a faculty of University Council. Their time is devoted fully to collaboration in the research program of a faculty member or research group.

Policy per Faculty of Science
A Postdoctoral Fellow is hired by a faculty member and is funded by the faculty member’s research grant. The faculty member may request monies from other sources including their department and the Dean’s Office.

NOTE: PDFs are required to teach courses for the Faculty of Science in order to receive funding from the Dean’s Office.

Procedure for New Appointment of Postdoctoral Fellows
1. The faculty member will recommend the appointment in writing to the Department Head. The recommendation must include the following:
   a) Duration of appointment
   b) How the appointment will be funded
   c) The proposed research plan
   d) The candidate’s CV
   e) Official transcripts
   f) 2 original letters of reference
   g) Postdoctoral Fellow Appointment form completed and signed by the Department Head

   Note: Faculty members are requested to check with Human Resources to determine which documents will be required for a Postdoctoral from outside Canada.

2. The Department Head will submit a written memo of support to the Dean’s Office confirming the duration of the appointment, funding and office space and forward the recommendation package outlined above.

3. The Dean’s Office will submit a recommendation to the Vice–President (Research) with a copy of the package outlined above.

4. If the Vice-President (Research) agrees that the applicant qualifies for appointment as a Postdoctoral Fellow, the faculty supervisor will inform the applicant of this decision and the conditions of the Fellowship.

5. The faculty member will prepare the Letter of Offer to send to the PDF using the sample provided on the Science website. The signed acceptance letter will be forwarded to the Dean’s Office to attach to the recommendation package.
6. The Dean's Office will return the package to the Department Administrative Assistant who will request a Banner ID from Human Resources and process the EPAF payroll. The approval category should be entered as NUMNTH. The position number for a Post Doctoral Fellowship is PDOCFE.

7. **The Department Office will submit** the recommendation package to Human Resources with the letter of appointment for processing.

**Procedure for Re-Appointment of Postdoctoral Fellows**

1. **The faculty member will recommend** the re-appointment in writing to the Department Head. The recommendation must include the following:
   a) Duration of the re-appointment
   b) How the re-appointment will be funded
   c) Office space

2. **The Department Head will submit** a written memo of support to the Dean's Office confirming the duration of the re-appointment, funding and office space.

3. **The Dean's Office will submit** a recommendation to the Vice-President (Research).

4. **If the Vice-President (Research) agrees** that the applicant qualifies for re-appointment as a Postdoctoral Fellow, the faculty supervisor will inform the applicant of this decision and the conditions of the re-appointment.

5. **The Dean's Office will return** the package to the Department Administrative Assistant who will process the EPAF payroll.

6. **The Department Office will submit** the recommendation package to Human Resources with the letter of appointment for processing.

**Related Information**

- Research Office (formerly ORIP)
  [http://www.uregina.ca/research/research-office.html](http://www.uregina.ca/research/research-office.html)

- Postdoctoral Fellow Appointment Form
  [http://www.uregina.ca/science/assets/docs/procedures/postdoc-app-form.docx](http://www.uregina.ca/science/assets/docs/procedures/postdoc-app-form.docx)

- Postdoctoral Fellow Sample Letter