UNIVERSITY OF WESTERN ONTARIO

POSTDOCTORAL SCHOLAR APPOINTMENT CHECKLIST FOR FACULTY MEMBERS/ADMINISTRATION

The recruitment and appointment of a Postdoctoral Scholar to your research team is an enjoyable and productive step a faculty member can make to propel their research program forward. Up to now the University of Western Ontario (Western) has not had standardized Postdoctoral Scholar appointment processes. With the appointment of a Postdoctoral Scholar coordinator, Dr. Mihaela Harmos, to the School of Graduate and Postdoctoral studies, it is now possible to standardize postdoctoral scholar recruitment and appointment. The following checklist has been designed to help faculty learn and implement these procedures for recruiting and appointing Postdoctoral Scholars at Western. Your specific departments/units may have additional requirements but in general you will need to do the following to ensure a smooth appointment process occurs:

□ Reach an agreement in principle with your potential postdoctoral scholar

- As a general rule, a postdoctoral scholar contacts a researcher at Western who shares similar research interests and can therefore serve as research supervisor or faculty mentor
- o Items for discussion:
 - ⇒ Compensation
 - ⇒ Holidays/vacation time
 - \Rightarrow Sick days
 - ⇒ Maternity/parental leave, if appropriate
 - ⇒ Travel costs or moving expenses
 - ⇒ Teaching opportunities
- Be sure to discuss the PDF and PDA employment agreements with your potential scholar and discern which is most appropriate due to their personal situation and the nature of the appointment. For information regarding these classifications:

www.uwo.ca/humanresources/leadermanager/postdoc/index.htm

□ Complete the online appointment process

- A potential scholar must initiate an appointment by completing the Postdoctoral Scholar Appointment Form online:grad.uwo.ca/tomtest/postdoctoralfellowregistration/index.cfm
- Upon completing the form, you will be alerted to this proposed appointment via email and be prompted to confirm additional details (duration, salary etc.)
- An email will be directed to the potential scholar following your authorization summarizing the details of the appointment and requesting the potential scholar's confirmation

☐ Sign and submit the contract

- O Scholars are required to sign either a formal Postdoctoral Fellow Agreement if they are to be appointed as an independent contractor, or an Employment Contract. This can be done in advance or upon their arrival at Western, whichever is most appropriate. In either case this must be completed prior to the commencement of the appointment.
- The scholar must forward his or her contract, proof of Ph.D. degree and, if applicable, Canadian Work Permit, to SGPS (SSB 4180)
- SGPS will validate and forward the appointment package and supporting documents to Human Resources for processing

	0	Upon receiving your contract, Human Resources will establish the scholar's identity at Western and launch the appropriate payment schedule. This process can take days.	
	0	Most of the services available to scholars at Western cannot be accessed until this process is completed	
Firs	st Day o	f Postdoctoral Scholar Arrival to Western:	
	Introdu	ice the scholar to the people they will be collaborating with	
	Introdu	ice the scholar to the facilities they will be making use of	
	Communicate any departmental specific requirements to the candidate		
		m know that if they are a Postdoctoral Fellow, they will not have income tax automatically	
		ed from their stipend. They must set aside a specific amount monthly so that they can pay	
		ixes by April 30 th ; this amount should be determined when starting their position.	
		hem in determining whether they are eligible for "special employment insurance" if they are ted in a PDF agreement http://www.servicecanada.gc.ca/eng/sc/ei/sew/eligibility.shtml	
	The supervisor should assist the Postdoctoral Scholar with checking-in with their Department		
	Admini	strator in order to:	
	0	Complete door access and keys request form	
	0	Discuss their eligibility for health benefits through the Society of Graduate Students at Western	
Wit	thin the	ir First Month the Supervisor should inform the Postdoctoral Scholar that they should:	
	Comple	ete safety and orientation training as required by their department & supervisor	
	www.u	wo.ca/humanresources/facultystaff/h and s/training/training idx.htm	
	Learn r	Learn more and get involved with the Postdoctoral Association at Western (PAW) by visiting	
	www.p	ostdocs.uwo.ca/ or e-mailing postdocs@uwo.ca.	
	Attend mentoring workshops, if applicable.		

is