



School of Graduate Studies
 4401 University Drive West
 Lethbridge, AB T1K 3M4
 Email: SGS@uleth.ca
 uleth.ca/graduate-studies/postdoctoral-fellowships

Date

PERSONAL & CONFIDENTIAL

Commented [SGS1]: Helpful Hint: Header can be updated to Department information or printed on department letterhead.

«AddressBlock»

«GreetingLine»:

On behalf of the University of Lethbridge we are pleased to offer you an appointment as a Postdoctoral Fellow with the University of Lethbridge. This letter outlines the terms and conditions of this Offer of Employment.

Faculty Supervisor: You will be supervised by [Name of Faculty Supervisor, in the Department of Department Name with the Faculty of Faculty Name at the University of Lethbridge].

Appointment: This is a [] term appointment for total contract duration i.e. one year from to . Your hours of work will be determined in consultation with your supervisor to ensure sufficient progress is made in your research.

Funding: Your salary will be paid through the University of Lethbridge in the amount of insert yearly amount in CAD. There will be deductions for Canada Pension Plan (CPP) or Employment Insurance (EI). Your salary will be subject to Canadian income tax, and appropriate deductions. You will be paid on the last working day of each month. Please note: you are encouraged to apply for additional fellowships and awards.

Duties: The primary purpose of your appointment as a Postdoctoral Fellow is to gain additional research experience and to expand your knowledge and skills as a Researcher. Your research will focus on Insert project details.

[Optional Sentence: You will be provided with workspace at the University of Lethbridge to carry out your research].

During the term of your appointment you are expected to:

- Conduct your research in a timely, organized manner
- Ensure proper documentation and storage of research data
- Publish and disseminate original research results
- Contribute to the research lab as an active team member
- Attend and participate in research group meetings
- Assist with grant proposal writing
- Assist with mentoring of graduate students

Commented [SGS2]: Helpful Hint: If a postdoc will be working off campus (or in other words a location other than campus) please indicate their location here. This information is required for immigration purposes.

Commented [SGS3]: Helpful Hint: These bullets are customizable to a certain degree but these are our standard general duties.

Teaching: If permitted by your supervising faculty member(s), you are able to formally teach a maximum of one full (3 credit) course per term. If requested to teach a course, you will receive additional remuneration and a separate letter outlining your teaching responsibilities as a Sessional Instructor under the Sessional Instructor Handbook.

Benefits: As a Postdoctoral Fellow, you will be required to participate in the Postdoctoral Fellows dental and supplemental health plan. The cost of this will be covered by your Faculty Supervisor's research funds and enrolment is coordinated by the University's Pension and Benefits team.

Commented [SGS4]: Helpful hint: benefit costs and Employer CPP and EI contributions are charged to the funding source in addition to the monthly salary. Please do not modify this section.

Re-appointment: Re-appointment is at the discretion of the University and will depend on a number of factors including: availability of funds, satisfactory performance, progress with your research, and compliance with University policies and procedures

Termination: This appointment has no commitment to continue beyond the above noted end date. Conditions of termination are in accordance with terms of the University of Lethbridge Postdoctoral Fellows Policy.

Policies and Procedures: As will all members of the campus community, you will be expected to observe and to conduct yourself according to all University of Lethbridge policies. It is your responsibility to familiarize yourself and keep up-to-date on policies and procedures of the University, which affect any aspect of your appointment. Please note that policies, rules and regulations may be subject to change, at the University's discretion and such alternations and amendments shall automatically apply.

Within (30) days of starting your fellowship, please coordinate with your Faculty Supervisor to achieve familiarity and understanding of all applicable University policies and procedures (<http://www.uleth.ca/policy>), including but not limited to:

- [Postdoctoral Fellows Policy](#)
- [Harassment and Discrimination Policy](#)
- [Computer Use Policy](#)
- [Privacy Policy](#)
- [Travel and Business Expense Policy & Procedures](#)
- [Research Policy](#)

Data Management: Research data is treated as confidential information. As part of your appointment you will be provided access to the University's computer system to store data. All documentation, including lab books and research data are not to be circulated without the express permission of [insert Faculty Supervisor]. Copies of all documentation and data are to be outline procedures.

Publications and Intellectual Property: You will be a co-author on any publications arising from your work on this project with first, second or other authorship depending on relative contributions. Typically, the principal investigator(s) will be the senior and corresponding author(s). If any intellectual property (IP) is developed from your work on the project, you will work with the principal investigators and the University's Industry Liaison Office to develop and protect the IP.

Confidentiality: You may have access to and be entrusted with confidential information. During your period with the University, or at any time thereafter, you agree not to disclose to any person, firm or university any information concerning the business or affairs of the University except in the ordinary course of your research and shall not use any such information for your personal benefit.

Condition of Appointment: This offer is contingent upon receipt of a copy of your degree certifications or written confirmation from the Graduate School or Registrar that you have met all the degree requirements. Further, this offer is conditional upon you being issued a Work Permit by Citizenship and Immigration Canada. If you are denied a Work Permit by Citizenship and Immigration Canada for any reason this offer is rendered null and void and the University

Commented [SG55]: Helpful hint: This second sentence can reflect individual lab practices or be removed if none are in place.

Commented [SG56]: Helpful hint: Please do not remove the Work Permit statement. This is required.



School of Graduate Studies
4401 University Drive West
Lethbridge, AB T1K 3M4
Email: SGS@uleth.ca
uleth.ca/graduate-studies/postdoctoral-fellowships

of Lethbridge is released of any and all contractual obligation, whether written or implied, as set forth herein. Any delays in obtaining the requisite work permit that prohibit you from commencing employment duties for the start date required may also result in the contract being rendered null and void.

This offer, along with the Postdoctoral Fellow Policy constitutes the full terms of your employment. In signing this letter, you agree that no other written or verbal agreement, qualification or instructional agreement, exist between you, your Faculty Supervisor, or the University of Lethbridge except what is stated herein and with the exception of any Sessional Lecturer contract you may have with the university.

At the University of Lethbridge we have a very dynamic group of researchers, staff and students who are engaged in a variety of interesting research projects. Through your employment we hope you will connect with other researchers to grow and develop your skills. We are delighted at the prospect of you joining the University and specifically our Department.

Sincerely,

Commented [SGS7]: Helpful Hint: Please leave in all signature lines, as all are required signatures on the Letter of Invitation and fill in the appropriate department faculties and names of individuals responsible in the brackets.

Dr. Click or tap here to enter text.
Supervising Faculty Member

Dr. Click or tap here to enter text.
Chair, Click or tap here to enter text.

Dated

Dated

Dr. Click or tap here to enter text.
Dean, Click or tap here to enter text.

Dr. Robert Wood
Dean of School of Graduate Studies

Dated

Dated

I accept this offer of employment as set out in this letter. I acknowledge that I have read and agree to be bound by the Policies of the University of Lethbridge.

[PDF Name]

Signature

Dated