**TEMPLATE LETTER OF OFFER**

**FOR HONORARY POSTDOCTORAL FELLOWS**

*(Updated April 2023)*



Department letter head

[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

We are pleased to offer you an appointment as an Honorary Postdoctoral Fellow at Memorial University of Newfoundland in accordance with the terms set out below.

Additional language if the individual has not been awarded the PhD as of date of offer:

This appointment is conditional on proof of successful completion of all PhD requirements by the start date of your appointment. Proof of a degree is required no later than six months after the start of your appointment.

The specific terms of the appointment offer are:

1. Academic unit: [Enter academic unit]
2. Supervising faculty member(s): [Enter name of faculty member(s)]
3. Period of appointment: [Enter start and end date ]
4. Appointment type: [Enter full-time or part-time appointment]
5. Salary from university sources: $ per annum
6. Source(s) of funding: [Enter external funding source]
7. Research activities: Duties include, but not limited to [Describe, in one paragraph or

more, the research activities of the Honorary Postdoctoral Fellow]

 Additional research activities may be assigned during

 the term of your appointment. If you accept, formal teaching

 duties you will receive a formal appointment letter with

 additional compensation in accordance with the appropriate

 collective agreement.

1. Location(s): [Enter campus and location] Please include if any fieldwork,

 remote work, or work at any other locations/campuses may be required.

1. Bargaining Unit: This appointment is outside of the bargaining unit, and is not

 governed by the collective agreement between Memorial

University and the Lecturers’ Union of Memorial University (LUMUN), on behalf of Postdoctoral Fellows. We ask that you review the University’s Guidelines for Honorary Postdoctoral Fellows, which are available [here](https://www.mun.ca/postdoc/media/production/memorial/academic/school-of-graduate-studies/postdoctoral-fellows/media-library/Guidelines_for_PDF-H_October2014.pdf).

1. Benefits: At this time, you are not eligible for participation in Memorial

 University’s group benefits plans.

For international Honorary Postdoctoral Fellows include the following statement as well:

You may be eligible to opt into an insurance plan from Guard Me. To opt in visit [www.guard.me/mun](http://www.guard.me/mun)

Information can also be obtained by contacting the Office of Faculty Relations at 864-4732.

1. Employment Immigration: If international Honorary Postdoctoral fellow, include the

following text (if the Honorary Postdoctoral Fellow is a Canadian Citizen or Permanent Resident, omit section 11 completely):

This offer is subject to compliance with the immigration laws of Canada and is conditional on any approvals, authorizations and/or permits in respect of your employment that may be required under the *Immigration and Refugee Protection Act* and in the regulations made pursuant to that Act.

As an international Honorary Postdoctoral Fellow you are required to apply for a work permit from Immigration, Refugee and Citizenship Canada (IRCC). Please note that it is your responsibility to secure and maintain the appropriate work authorization to legally begin and retain this position.

Questions regarding the immigration process for international postdoctoral fellows can be directed to the [Office of Faculty Relations](https://www.mun.ca/facultyrelations/contact/index.php) at facrel@mun.ca

Please ensure that you provide a copy of your work permit to your hiring department and to the Office of Faculty Relations on arrival and prior to the start of your employment.

1. Relocation: If the Supervisor chooses to cover any relocation costs, please

 include the following text:

Eligible relocation expenses will be reimbursed up to a maximum of [insert dollar amount here]. For more information about eligible relocation expenses, please see the University’s Relocation Guidelines for Postdoctoral Fellows, which are available online at: <https://www.mun.ca/policy/site/policy.php?id=270>.

Please note that you are responsible for living, accommodation and other costs incurred during the term of your appointment. For information on orientation, relocation, support and development opportunities visit the School of Graduate Studies website at <https://www.mun.ca/postdoc/>

Include if foreign postdoctoral fellow:

IRCC regulations allow you to request your appointment letter in your preferred language of Canada (English or French).  As a primarily English based institution, Memorial University provides letters of invitation in English. Please notify your unit if you would prefer your letter in French prior to the acceptance of your appointment.

In Canada, the law protects the rights of all workers including temporary workers. It is important that you understand and know your rights while in Canada. Information on your rights can be found throughout the period of your employment on the Faculty Relations website at [Immigration | Office of Faculty Relations | Memorial University of Newfoundland (mun.ca)](https://www.mun.ca/facultyrelations/immigration/). For questions contact immigration@mun.ca

To indicate your acceptance of these arrangements, I would ask you to respond in writing or by email to [Name of faculty member] at [email or phone] by [Date to be returned].

We look forward to you joining the [Enter academic unit] at Memorial University of Newfoundland.

Sincerely,

Dean of Faculty or Equivalent Date

cc.

Department Head

Supervisor(s)

Dean of Graduate Studies

Director of Faculty Relations