**TEMPLATE LETTER OF OFFER**

**FOR POSTDOCTORAL FELLOWS WITH SALARY FROM UNIVERSITY SOURCES**

*(Updated September 2023)*



Department letter head

[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

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

If the individual has not been awarded the PhD as of date of offer, include the following:

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 to be submitted 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 & hours of work per week]
5. Annual Salary: $ per annum
6. Source(s) of funding: [Enter source(s) of university funding]
7. Research activities: Duties include, but not limited to, [describe, in

 one paragraph research activities of the Postdoctoral Fellow]

 Additional research activities may be assigned during

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

 duties you will receive an appointment letter with

 additional compensation in accordance with the appropriate

 collective agreement.

1. Primary work 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: Your appointment is subject to the terms and conditions of the

Collective Agreement between Memorial University and the Lecturers’ Union of Memorial University (LUMUN), on behalf of Postdoctoral Fellows. An electronic copy of the Collective Agreement can be accessed online [here](https://www.mun.ca/facultyrelations/media/production/memorial/administrative/office-of-faculty-relations/media-library/academic/postdoctoral/PostDoc_CA_2019.pdf).

LUMUN can be contacted by phone at (709) 864-7054 or by email at lumuninfo@mun.ca

We ask that you also review the University’s Policy on Postdoctoral Fellows, which is available online at <http://www.mun.ca/policy/site/policy.php?id=129>.

1. Group Benefits: If eligible for group benefits (meeting the eligibility requirements

 as per Article 32.01 of the collective agreement) include the

 following:

Membership in Memorial University’s group benefit plans is a condition of employment for Postdoctoral Fellows who meet eligibility requirements under Article 32.01 of the MUN-LUMUN CA on behalf of Postdoctoral Fellows. A prerequisite to participation in the group benefits plans is coverage under a Canadian provincial health care program (e.g. MCP in Newfoundland and Labrador). If you do not have or are unable to obtain provincial health care coverage you will not be eligible to participate in the group benefit plans offered by Memorial University

 To ensure enrollment in these plans, please contact the Department of Human Resources at myhr@mun.ca.  You will have a maximum of 45 days from the date of your appointment to automatically add family members to the health and dental plans and to purchase optional life insurance. Beyond 45 days an application process involving evidence of insurability is required. Questions may be directed to a Human Resources Consultant by email myhr@mun.ca

 Ineligible for group benefits include the following text:

At this time, you are not eligible for participation in Memorial University’s group benefits plans.

If ineligible and the individual is a foreign Postdoctoral Fellow include the following text:

You may be eligible to opt into an insurance plan offered by Guard Me. To opt in visit [www.guard.me/mun](http://www.guard.me/mun).Further information can be obtained by contacting the Office of Faculty Relations at facrel@mun.ca

1. Employment Immigration: If a foreign Postdoctoral Fellow, include the following text (if the

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 Postdoctoral Fellow you are required to apply for and obtain a work permit from Immigration, Refugees and Citizenship Canada (IRCC). Please note that it is your responsibility to secure and maintain work authorization in order to legally begin and retain this position.

Valid work authorization and a social insurance number is required prior to commencement of your appointment. Failure to submit the appropriate documentation may result in a delay in your start date or in your pay.

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/>

Memorial University is committed to a respectful workplace and providing a work experience free from harassment or violence. Occupational Health and Safety (OHS) regulations include provisions to address worker-on-worker violence, family violence in the workplace, development and implementation of a harassment plan and training on prevention. OHS legislation requires all employees to participate in mandatory training on harassment prevention. This training is being offered through the online learning platform Brightspace. Employees can register for the Workplace Violence Prevention training [here](https://citl.mun.ca/learning/EnviroHealthandSafetyForm_694.php?_ga=2.219033561.1504188259.1574090198-446887334.1560264471) and login with your Memorial login credentials, which are the same as you use for my.mun.ca. The training consists of four modules for all employees and a fifth module if your position provides any type of **supervision.**

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

President, LUMUN

Director of Faculty Relations