

Request Form

Postdoctoral Fellow Appointment Letter

When to use this form:

- At Memorial University, Postdoctoral Fellows (PDFs) receive academic appointment letters issued by Deans' Offices. This form must be used when a department head wishes to make a request for the Dean's Office to issue a PDF appointment letter.
- There are two appointment categories: PDF-E (Postdoctoral Fellow – Employee) and PDF-H (Honorary Postdoctoral Fellow).
- It is important that department heads, faculty supervisors, and administrative staff are familiar with Memorial's policies and procedures and with the LUMUN Collective Agreement for PDFs. Please consult the additional guidelines below.

Who completes this form:

- HSS approvers/signatories for this form are fund holders, faculty supervisors, administrative staff, and Department Heads.

Submission procedures for this form:

- completed request forms should be submitted to the HSS Dean's Office by Department Heads or administrative staff. Submit the form to the Secretary to the Associate Deans, Rose Frew (rmfrew@mun.ca).
- These forms should be submitted to the Dean's Office **as early as possible once funding is secured**.
- In the case of international PDFs, requests for appointment letters should be far in advance of start dates due to the complexities involved in immigration paperwork.
- When soliciting appointment letters for PDFs, Department Heads or administrative staff are responsible for providing the Dean's Office with the following:
 - A draft of the appointment letter, following the applicable template in each case (PDF-E or PDF-H): <https://www.mun.ca/facultyrelations/resources/letters/>. Department Heads or administrative staff are responsible for contacting Human Resources (Aisha Penney, aep554@mun.ca), Payroll or Faculty Relations for specific questions regarding the appointment letter draft, such as benefits eligibility, pay, and appointment start and end dates. The Faculty Relations contact is Ms. Tina Kielly, Advisor, Immigration and Academic Labour Relations (tmulcahy@mun.ca, 864-6182).
 - This PDF Appointment Letter Request Form, completed and properly authorized.
 - A copy of the PDF Appointee's CV.
- Once the Dean's Office has obtained complete information, the PDF appointment letter will be issued. The Dean's Office will send copies of the letter to all individuals copied on the letter aside from Human Resources.
- After the letter has been issued, departmental administrative staff are responsible for the following:
 - Informing Rose Frew (rmfrew@mun.ca) whether a postdoctoral candidate has accepted the position
 - In the case of a PDF-E, ensuring that the Human Resources and Payroll offices have copies of the appointment letter and any other necessary information required to process the appointee's employee status and pay, including the Employee ID Request Form at http://www.mun.ca/postdoc/Employee_ID_Request_Form_003.pdf.

Additional guidelines:

- University Policy on PDFs: <https://www.mun.ca/policy/site/policy.php?id=267>
- School of Graduate Studies information about PDFs: <https://www.mun.ca/postdoc/> and Appointment procedures: <https://www.mun.ca/postdoc/appointmentprocedures.php>
- Faculty Relations: PDF appointments: <https://www.mun.ca/facultyrelations/academic/postdoctoral/>
- LUMUN Collective Agreement:
https://www.mun.ca/facultyrelations/academic/postdoctoral/PostDoc_CA_2019.pdf
- Guidelines for Honorary PDFs: https://www.mun.ca/postdoc/Guidelines_for_PDF-H_October2014.pdf
- Foreign PDFs: <https://www.mun.ca/policy/browse/procedures/view.php?procedure=456> as well as <https://www.mun.ca/facultyrelations/immigration/postdoctoral.php>

1. Postdoctoral Appointee

Name:

Email:

Department:

Supervisor:

Are they a Canadian Citizen or Permanent Resident?:

Do they have a PhD?:

If not, please explain and specify the expected date of completion (dd/mm/yyyy):

2. Funding Source(s)

Note: the fund holder or Principal Investigator (PI) and department that have grant or other funds covering any portion of a PDF salary are responsible for ensuring that allowance has been made to cover both the salary and the cost of required benefits for the PDF appointees. Department heads or administrative staff should direct questions about benefits and pay in specific cases to Human Resources or Payroll.

External Agency Fellowship (if applicable)

Please attach confirmation or award letter. In most cases this kind of funding results in a **PDF-H** where the PDF is the holder of the award.

Agency:

Name of Fellowship:

Funding Start Date (dd/mm/yyyy):

Funding End Date (dd/mm/yyyy):

Amount Awarded:

Research Funding (if applicable)

In this scenario, funding arises from one or more research grants, agreements, or similar funds, typically held by someone other than the PDF. In most cases this kind of funding results in a **PDF-E**. For each source of funding, provide the name of the funder/agency, PI, or fund holder & department, grant title, ROMEO/Researcher Portal (RP) number and FOAPAL. If the PDF will be co-funded by more than one grant or funding source, provide a clear break-down for the proportion to be paid by each FOAPAL and note the amounts allocated from each fund for specific start and end dates (month/year) for the allocation. If one source is used, the start and end dates of the funding source must coincide with the start and end dates of the appointment (following section).

Funding Source - 1

PI or Fund Holder & Department:

Funder / Agency:

Grant or Agreement Title:

ROMEO / RP ID:

FOAPAL:

Amount Allocated (\$):

Proportion of total PDF Financing (%):

Funding Start Date (dd/mm/yyyy):

Funding End Date (dd/mm/yyyy):

I confirm that this funding source is secured, and that the cost of the PDF appointment is budgeted for the time period outlined, and permitted under the terms of the grant(s) funds.

PI or Fund Holder Signature:

Date:

For additional funding sources, please use the addendum to attach additional pages, if required. All funding source pages should accompany the main form for signatures.

3. Appointment Information

Note: ensure total allocated is sufficient to meet the total projected costs of the entire appointment. E.g. if a 14-month appointment at a salary per annum of \$43,500/yr costs \$4,350/month with 20% benefits (\$3,625 x 1.2), it results in a total projected cost of \$60,900. If a PDF appointment uses multiple funding sources, the appointment start date must coincide with the earliest funding start date and the appointment end date must coincide with the last funding end date noted in section 2, or on any addendum forms.

PDF App't Start Date (dd/mm/yyyy):

PDF App't End Date (dd/mm/yyyy):

Total Allocated Funding from All Sources for Entire Appointment:

Total Projected Cost (incl. 20% benefits & contributions) of Entire Appointment:

Salary per Annum:

Appointment Type: PDF-E

PDF-H

4. Signatures

We confirm that the funding sources outlined above are secured and that the cost of the PDF appointment is budgeted for the time period outlined. In the case of PDF appointees funded by research grants, we confirm that the cost of the PDF is permitted under the terms of the grant(s) funds listed above. The department will provide the PDF scholar with office space and administrative and other support as outlined in Memorial's Policy on Postdoctoral Fellows, in the LUMUN Collective Agreement, and/or the Guidelines for Honorary Postdoctoral Fellows, as applicable. For foreign PDFs, if the Employer Compliance Fee (the Office of Faculty Relations will assist in this regard) is required but disallowed by the funding source(s), the host department will cover the expense.

Supervisor(s):

Date:

Administrative Staff:

Date:

Department Head(s):

Date:

Addendum

Postdoctoral Appointment Letter: Additional Funding Sources

When to use this addendum:

- This addendum should only be used for additional funding sources contributing funding towards a Postdoctoral Appointment.
- Copy this page as many times as needed, numbering funding sources sequentially, and attach to the Postdoctoral Appointment Letter Request Form with signatures etc.

Additional Funding Source(s)

Funding Source -

PI or Fund Holder & Department:

Funder / Agency:

Grant or Agreement Title:

ROMEO / RP ID:

FOAPAL:

Amount Allocated (\$):

Proportion of total PDF Financing (%):

Funding Start Date (dd/mm/yyyy):

Funding End Date (dd/mm/yyyy):

I confirm that this funding source is secured, and that the cost of the PDF appointment is budgeted for the time period outlined, and permitted under the terms of the grant(s) funds.

PI or Fund Holder Signature:

Date:

Funding Source -

PI or Fund Holder & Department:

Funder / Agency:

Grant or Agreement Title:

ROMEO / RP ID:

FOAPAL:

Amount Allocated (\$):

Proportion of total PDF Financing (%):

Funding Start Date (dd/mm/yyyy):

Funding End Date (dd/mm/yyyy):

I confirm that this funding source is secured, and that the cost of the PDF appointment is budgeted for the time period outlined, and permitted under the terms of the grant(s) funds.

PI or Fund Holder Signature:

Date: