

1.0 ASSOCIATED POLICY

- Postdoctoral Fellows

2.0 DEFINITIONS

Postdoctoral Fellow

Individuals who conduct research work of their own or in conjunction with a faculty member on a research team, under the direction of a Faculty Supervisor. A Postdoctoral Fellow must have been awarded a Ph.D. or equivalent terminal degree within five years preceding the date of appointment.

Faculty Supervisor

The faculty member directly responsible for guiding and overseeing the research activities conducted by the Postdoctoral Fellow.

Postdoctoral Fellow (Employee)

Individuals who receive payment through grants or funding provided by MacEwan University or through grants provided to Faculty Supervisors by external funding agencies.

Postdoctoral Fellow (Trainee)

Individuals who apply for and receive all payment from funding awarded in their own name on a competitive basis to facilitate their own independent research projects. Funding is administered through MacEwan University.

Postdoctoral Fellow (Guest)

Individuals who apply for and receive all payment from funding awarded in their own name on a competitive basis to facilitate their own independent research projects. Funding is not administered through MacEwan University.

3.0 PROCEDURE ELEMENTS

3.1 Hiring

- 3.1.1 Deans, in consultation with Department Chairs where applicable, are responsible for overseeing the recruitment of Postdoctoral Fellows. This includes the establishment of selection processes, criteria and conditions for the appointment or employment (as applicable).
- 3.1.2 The Faculty Supervisor is responsible for carrying out the recruitment process and for receiving applications for Postdoctoral Fellows. The Faculty Supervisor is responsible for ensuring the eligibility of the candidate, including verification of credentials, conducting interviews, and contacting references prior to submission for hiring.
 - 3.1.2.1 When determining the eligibility of a Postdoctoral Fellow, interruptions such as maternity or parental leave, illness, or health-related family responsibilities may be considered with appropriate documentation provided on a case-by-case basis.

- 3.1.3 The Faculty Supervisor is responsible for informing the Office of Research Services of the intent to host a Postdoctoral Fellow.
 - 3.1.4 Following the review and approval of a Postdoctoral Fellow application package by the Department Chair and Faculty or School Dean, a Letter of Appointment or Letter of Employment (as applicable) shall be issued by the Faculty or School. The host Faculty or School shall forward to the Responsible Office a copy of the Letter of Appointment or Letter of Employment.
 - 3.1.5 The Letter of Appointment or Letter of Employment will state that the Postdoctoral Fellow will hold a limited-term appointment that shall not exceed the term associated with the applicable funding agreement.
 - 3.1.6 Postdoctoral Fellows may be appointed on a full-time or hourly basis.
 - 3.1.7 In the event that the status of the Postdoctoral Fellow changes in type, these individuals will be terminated from their existing positions and issued new Letters of Appointment or Letters of Employment as appropriate.
- 3.2 Payment and Tax Information for the Postdoctoral Fellow According to Appointment Type
- 3.2.1 Postdoctoral Fellow (Employee)
 - 3.2.1.1 Funding is administered through MacEwan University. These individuals shall receive a Letter of Employment.
 - 3.2.1.2 Will have income tax deducted on all employment earnings and reported on a T4 statement.
 - 3.2.1.3 Will have Canada Pension Plan premiums deducted from all employment earnings and reported on a T4 statement.
 - 3.2.1.4 Will have Employment Insurance premiums deducted from all employment earnings and reported on a T4 statement.
 - 3.2.2 Postdoctoral Fellow (Trainee)
 - 3.2.2.1 Funding is administered through MacEwan University and expensed in accordance with relevant procedures. These individuals shall receive a Letter of Appointment.
 - 3.2.2.2 Income tax will be reported on a T4A statement as fellowship earnings.
 - 3.2.2.3 Canada Pension Plan premiums will not be deducted from the Postdoctoral Fellow (Trainee) or MacEwan University.

3.2.2.4 Employment Insurance premiums will not be deducted from the Postdoctoral Fellow (Trainee) or MacEwan University.

3.2.3 Postdoctoral Fellow (Guest)

3.2.3.1 MacEwan University does not administer funds on behalf of the Postdoctoral Fellow (Guest). These individuals shall receive a Letter of Appointment.

3.2.3.2 Postdoctoral Fellows (Guest) do not receive any payment of salary or fellowship through MacEwan University.

3.3 Privileges

3.3.1 Postdoctoral Fellows may be provided library privileges, electronic network access and other services as determined by MacEwan University.

3.4 Orientation of the Postdoctoral Fellow

3.4.1 Faculty- or School-provided orientation and training should include, but is not limited to: informing Postdoctoral Fellows of their obligations to Department and Faculty or School standards, relevant University policies and procedures, performance expectations, hours of work, safety procedures and regulations. The Postdoctoral Fellow will also be provided with an orientation of the work site and the overall University environment.

3.5 Interruptions and Delays

3.5.1 Leaves from the appointment are allowed, subject to funder requirements and assessment by the Dean of the Faculty or School on a case-by-case basis. Documentation of the request and the decision must be provided to the Office of Research Services.

3.5.2 Leaves may include, but are not limited to: sickness, maternity, parental, compassionate care, or bereavement.

3.5.3 Extensions due to leaves or delays in research are permitted providing all conditions of eligibility are met and upon approval of the Dean of the Faculty or School.

3.6 Termination

3.6.1 The employment or appointment will terminate naturally with the expiration of the limited-term appointment as specified in the Letter of Employment or Letter of Appointment.

3.6.2 The employment or appointment may be terminated prior to the expiration of the limited-term appointment by either the host Faculty or School or the Postdoctoral Fellow with thirty (30) days' notice.

- 3.6.3 All agreements entered into between the Postdoctoral Fellow and the Faculty Supervisor, host Faculty or School, or MacEwan University shall survive termination of the employment or appointment as specified in the appropriate agreements.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Electronic Mail
- Employee Code of Conduct
- Employment Policy for Out of Scope Employees
- Responsible Conduct of Research and Creative Activity

5.0 ACCOUNTABILITY

Responsible Office

Office of Research Services

6.0 HISTORY

Relevant Dates

Approved: **21.09.02**
Effective: **21.09.02**
Next Review: **2026.09**

Modification History

21.09.02: New procedure effective September 2, 2021. Approved by General Faculties Council Executive Committee motion GFC-EC-02-09-13-2021

22.08.23: Minor revision to update the name of a related policy in section 4.0. Approved by Policy Sponsor.