

1.0 POLICY STATEMENT

- 1.1 This policy establishes the processes for appointing Postdoctoral Fellows as a means of promoting and furthering MacEwan University's research and scholarly activities.

2.0 PURPOSE

- 2.1 Postdoctoral Fellows contribute to MacEwan University by participating in collaborative research and scholarship projects. As researchers, Postdoctoral Fellows lead research at a post-doctoral level, and/or contribute to the learning environment through academic activity. The principal objectives of all Postdoctoral Fellows are to expand research expertise and support established MacEwan researchers while strengthening research at the University.

3.0 APPLICABILITY

- 3.1 Postdoctoral Fellows are individuals who meet the requirements to conduct the research being completed under the supervision of the faculty supervisor and who are appointed by MacEwan University from outside institutions or organizations.
- 3.2 The following criteria apply:
 - 3.2.1 The individual must not be current faculty, staff, or students of MacEwan University.
 - 3.2.2 The individual must meet the definition of a Postdoctoral Fellow and perform research under the mentorship of a faculty supervisor at a level appropriate of Postdoctoral Fellows, as determined by the relevant Faculty or School.
- 3.3 Postdoctoral Fellows (Employee) are considered Out of Scope employees of the University while Postdoctoral Fellows (Trainee) and Postdoctoral Fellows (Guest) are not funded by the University and are not considered employees of the University. The categorization of these different appointment types is based on the conditions outlined in each of their appointments.

4.0 DEFINITIONS

Postdoctoral Fellow

An individual who plays a key role on a research team under the direction of the supervising faculty member. They were awarded a doctorate or equivalent terminal degree within the five years preceding their date of appointment.

Faculty Supervisor

The faculty member directly responsible for guiding and overseeing the research activities conducted by the Postdoctoral Fellow. Normally, Faculty Supervisors would also hold a doctorate or equivalent terminal degree.

Postdoctoral Fellow (Employee)

An individual who receives payment through grants or funding provided by MacEwan University or through grants provided to their faculty supervisors by external funding agencies.

Postdoctoral Fellow (Trainee)

An individual who applies for and receives all payment from funding awarded in their own name on a competitive basis to facilitate their own independent research projects.

Postdoctoral Fellow (Guest)

An individual who applies for and receives all payment from funding awarded in their own name on a competitive basis to facilitate their own independent research projects.

5.0 POLICY ELEMENTS

5.1 Recruitment and Hiring

- 5.1.1 Faculties and Schools are responsible for establishing selection criteria consistent with this policy. Hiring processes for postdoctoral fellows who do not hold Canadian citizenship or permanent residency must follow Immigration, Refugees and Citizenship Canada's requirements.
- 5.1.2 University Faculties and Schools, may, at the Dean's discretion, deny requests to appoint Postdoctoral Fellows.
- 5.1.3 For Postdoctoral Fellows (Employee), funding is administered through the University. These individuals shall receive a Letter of Employment (LOE).
- 5.1.4 For Postdoctoral Fellows (Trainee), funding is administered through the University and expensed in accordance with relevant procedures. These individuals shall receive a Letter of Appointment (LOA).
- 5.1.5 The University does not administer funds on behalf of the Postdoctoral Fellow (Guest). These individuals shall receive a Letter of Appointment (LOA).
- 5.1.6 The LOA or LOE indicates duties and specifies the duration of, and expectations for, the Postdoctoral Fellow, including performance expectations, termination/revocation rights, and all other matters relevant to the employment or appointment.

5.2 Roles and Responsibilities

- 5.2.1 Postdoctoral Fellows shall be supervised by one or more Faculty Supervisors. The Postdoctoral Fellow is responsible to their Faculty Supervisor(s) for the satisfactory performance of the research activities specified in their LOA or LOE.
- 5.2.2 Provision of office and/or laboratory space for Postdoctoral Fellows is the sole responsibility of the Faculty or School managing the appointment.
- 5.2.3 The sponsoring Faculty or School and/or Faculty Supervisor shall arrange for Postdoctoral Fellows to receive any required orientation and training relating to the Department, Faculty, and University.
- 5.2.4 Postdoctoral Fellows are expected to publish the results of their research and scholarly work with acknowledgment to the University.
- 5.2.5 Postdoctoral Fellows are bound by all applicable MacEwan University policies during the period of their affiliation with the University.

6.0 ASSOCIATED PROCEDURES

- Postdoctoral Fellows Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Responsible Conduct of Research and Creative Activity
- Ethical Review of Research with Human Participants
- Animal Research Ethics
- Electronic Mail
- Records and Information Management
- Employee Code of Conduct
- Employment Policy for Out of Scope Employees

8.0 ACCOUNTABILITY

Policy Sponsor

Provost and Vice President, Academic

Responsible Office

Office of Research Services

9.0 HISTORY

Relevant Dates

Approved:	19.05.23
Effective:	19.05.23
Next Review:	24.05.23

Modification History

19.04.23:	New policy approved by General Faculties Council Motion 15-04-23-2019. To be effective upon approval by the Board of Governors.
19.05.23:	New policy approved by Board Motion 02-05-23-2019.
20.11.03:	Minor revision to change “Scholars” references to “Fellows” in order to align terminology with sector nationally and internationally (policy formerly named Postdoctoral Scholars). Approved by Policy Sponsor.
21.10.01:	Minor revisions to add section 6.0 and remove reference to a rescinded related policy from section 7.0. Approved by Policy Sponsor.
22.08.23:	Minor revision to update the name of a related policy in section 7.0. Approved by Policy Sponsor.