



University of Lethbridge
 4401 University Drive
 Lethbridge, Alberta, Canada
 T1K 3M4

Office of Postdoctoral Affairs
 Phone: 403-329-2793
postdoc@uleth.ca
www.ulethbridge.ca/research/postdoctoral-affairs

Department of [Name]
 Phone: [XXX-XXX-XXXX]
 Fax: [XXX-XXX-XXXX]

[mmmm-dd-yyyy]

PERSONAL AND CONFIDENTIAL

[Name]
 [Email address]
 [Mailing address]

Dear [Name]:

On behalf of the University of Lethbridge (The “University”) we are pleased to offer you an appointment as a Postdoctoral Fellow (The “Postdoctoral Fellow”) with the University. This letter outlines the terms and conditions of this Offer of Employment.

Faculty Supervisor: You will be supervised by [Professor Name] (The “Faculty Supervisor”) in the Department of [Name], with the Faculty of [Name] at the University of Lethbridge.

Appointment: This is a full-time term appointment for [#] months from [mmmm-dd-yyyy] to [mmmm-dd-yyyy]. Your hours of work will be determined in consultation with your supervisor to ensure sufficient progress is made in your research.

Funding: Your annual salary will be paid through the University in the amount of [\$] CAD. Your salary will be subject to statutory and legislatively required deductions on each pay period, including Canadian income tax, Canada Pension Plan (CPP) and Employment Insurance (EI). You will be paid on the last working day of each month.

Duties: The primary purpose of your appointment as a Postdoctoral Fellow is to gain additional research experience and to expand your knowledge and skills as a Researcher. Your research will focus on [project details] [Optional Sentence: You will be provided with workspace at the University of Lethbridge to carry out your research]. During the term of your appointment you are expected to:

- Conduct your research in a timely, organized manner
- Ensure proper documentation and storage of research data
- Publish and disseminate original research results
- Contribute to the research lab as an active team member
- Attend and participate in research group meetings
- Assist with grant proposal writing
- Assist with mentoring of graduate students

Commented [SGS1]: Helpful Hint: If a postdoc will be working off campus (or in other words a location other than campus) please indicate their location here. This information is required for immigration purposes.

Commented [SGS2]: Helpful Hint: These bullets are customizable to a certain degree but these are our standard general duties.

Teaching: If permitted by your supervising faculty member(s), you are able to formally teach a maximum of one full (3 credit) course per term. If requested to teach a course, you will receive additional remuneration and a separate letter outlining your teaching responsibilities as a Sessional Instructor under the Sessional Instructor Handbook (www.ulethbridge.ca/hr/documents).

Benefits: As a Postdoctoral Fellow, you will be required to participate in the Postdoctoral Fellows dental and supplemental health plan. The cost of this will be covered by your Faculty Supervisor's research funds and enrolment is coordinated by the University's Pension and Benefits team.

Re-appointment: Re-appointment is at the discretion of the University and will depend on a number of factors including: availability of funds, satisfactory performance, progress with your research, and compliance with University policies and procedures.

Termination: This appointment has no commitment to continue beyond the above noted end date. Conditions of termination are in accordance with terms of the University Postdoctoral Fellows Policy (www.ulethbridge.ca/graduate-studies/postdoctoral-fellowships).

Policies and Procedures: As will all members of the campus community, you will be expected to observe and to conduct yourself according to all University policies. It is your responsibility to familiarize yourself and keep up-to-date on policies and procedures of the University, which affect any aspect of your appointment. Please note that policies, rules and regulations may be subject to change, at the University's discretion and such alternations and amendments shall automatically apply.

Within (30) days of starting your fellowship, please coordinate with your Faculty Supervisor to achieve familiarity and understanding of all applicable University policies and procedures (www.ulethbridge.ca/policy), including but not limited to:

- [Postdoctoral Fellows Policy](#)
- [Harassment and Discrimination Policy](#)
- [Computer Use Policy](#)
- [Privacy Policy](#)
- [Travel and Business Expense Policy and Procedures](#)
- [Research Policy](#)

Data Management and Handling Standard: Research data is vitally important to the University, as it is the foundation on which knowledge is mobilized for economic and social benefit. All research data and information is treated as confidential information, and is the property of the University. Government legislation and other laws protect the handling or use of research data, such as: Personal Information Protection and Electronic Documents Act (PIPEDA); Personal Information Protection Act (PIPA); Freedom of Information & Protection of Privacy Act (FOIP); The Health Information Act (Alberta); and all Federal and International Intellectual Property Laws.

As part of your appointment you will be provided access to the University's computer system to create, store, use, archive and schedule the retention of data under the purview of the Faculty Supervisor. All research data in digital and analog formats, including lab books and digital files, are not to be circulated without the express permission of the Faculty Supervisor. Storage of data must be in a secure location, and the Faculty Supervisor must have access to the data and be aware of its location,

Commented [SGS3]: Helpful hint: benefit costs and Employer CPP and EI contributions are charged to the funding source in addition to the monthly salary. Please do not modify this section.

and to whom access has been given. The storage of any research data on unsecured servers, cloud services, mobile devices or other third-party storage platforms must be approved by the Faculty Supervisor.

Upon termination of employment, the Faculty Supervisor shall determine the degree to which current and future employees as well as you may access the research data and information. Upon termination, you shall meet with the Faculty Supervisor prior to departure, and ensure all research data information is secure and communicate any actions to the Faculty Supervisor in the Off-Board meeting. The outcomes of the meeting will be recorded, the records of which will be maintained by the Faculty Supervisor. The purpose of this Standard is not to impede research, but to create a respectful environment in which knowledge can be translated for the public good.

Publications and Intellectual Property: A Publication is any disseminated work including, but not limited to, a published manuscript, poster or other physical or digital medium that conveys research results to the public. You will have an opportunity to be a publishing co-author on any publications arising from your work on any project in which you have made significant research contributions. Based on the extent of contribution, the Faculty Supervisor has the exclusive right to decide co-authorship on each publication.

Intellectual Property (IP) may arise from research activities under this research project. You may therefore be an inventor or co-inventor on any IP according to Federal and International laws that govern inventorship and the protection of IP. If any IP is developed from your work on the project, you will follow and abide by all University, Collaborative Partner and Granting Agency policies and procedures, if applicable, that govern the management, assignment, inventorship and protection of the IP.

Confidentiality: You may have access to and be entrusted with confidential information, which is defined as any non-public information of any form, digital or analog, that would economically harm the interests of the University and other parties if released to the public. During your period with the University, or at any time thereafter, you agree not to disclose to any person, firm or university any information concerning the business or affairs of the University except in the ordinary course of your research and shall not use any such information for your personal benefit.

Condition of Appointment: This offer is contingent upon receipt of a copy of your [Degree Name] degree certifications or written confirmation from the Graduate School or Registrar that you have met all the degree requirements.

This offer, along with the Postdoctoral Fellow Policy, constitutes the full terms of your employment. In signing this letter, you agree that no other written or verbal agreement, qualification or instructional agreement, exists between you, your Faculty Supervisor, or the University except what is stated herein.

At the University of Lethbridge, we have a very dynamic group of researchers, staff and students who are engaged in a variety of interesting research projects. Through your employment, we hope you will connect with other researchers to grow and develop your skills. We are delighted at the prospect of you joining the University and specifically the Department of [Name].

OFFICE OF POSTDOCTORAL AFFAIRS
THE UNIVERSITY OF LETHBRIDGE

Sincerely,

[Professor Name]
Supervising Faculty Member, Department of [Name]

Date

[Professor Name]
Dean, [Faculty]

Date

[Professor Name]
Chair, Department of [Name]

Date

Professor Robert Wood
Dean, School of Graduate Studies and Postdoctoral Affairs

Date

I accept this offer of employment as set out in this letter. I acknowledge that I have read and agree to be bound by the [policies of the University of Lethbridge](#).

[Name, PhD]
Postdoctoral Fellow Candidate

Date

CC: Payroll Services