

IMPORTANT INFORMATION REGARDING THE HIRING PROCESS FOR A POSTDOCTORAL FELLOW

Please read this document before hiring a Postdoctoral Fellow and contact pdf.coordinator@carleton.ca if you have any questions. Thank you!

Once you have read this document, please complete the Postdoc Appointment Form below, with all appropriate signatures, to begin the appointment process.

Note that this form is a **confidential**, internal communication between the Postdoc Supervisor and the Office of the Deputy Provost. Please do not share with your postdoc.

1) HOW FAR IN ADVANCE DO I NEED TO APPOINT A POSTDOC?

- a. For domestic postdocs: ODP requires a **minimum of 2 months'** advance notice of the postdoc's start date to ensure that they are registered by their start date. This also ensures that their first payday is not missed.
- b. For international postdocs: ODP requires a **minimum of 4 months'** advance notice of the postdoc's start date to allow time for applying for a work permit. There have been significant delays in the work permit processing time by Immigration, Refugees and Citizenship Canada, so 4 months allows for time for postdoc to arrive in Canada.

2) WHAT IS THE MINIMUM GROSS SALARY REQUIRED TO HIRE A POSTDOC?

- a. Minimum hosting salaries for the current collective agreement are as follows:
 - i. May 1, 2024 to April 30, 2025: **\$42,000/annum**

3) ARE THERE ANY OTHER FEES THAT I SHOULD CONSIDER?

- a. On May 1 of each year of the current collective agreement, unionized postdocs will receive an annual salary increase. The amount will be decided in the next round of collective bargaining, but please be aware of this raise in your budgeting.
- b. Note that payment of any additional expenses resulting from collective agreements are the responsibility of the Postdoc Supervisor.

4) DO I NEED TO SUBMIT A PAYROLL PROFILE FOR POSTDOC APPOINTMENTS?

- a. No. Payroll information is included in the Postdoc Appointment Form and is sent by the Postdoc Coordinator to Payroll Services.

5) DOES MY POSTDOC NEED TO HAVE EARNED THEIR DOCTORAL DEGREE PRIOR TO THE START DATE?

- a. Yes. The offer is conditional on the candidate earning their doctoral degree. While the supervisor can consider applicants and extend offers, the Postdocs should not be engaged until they have successfully defended their thesis and fulfilled all requirements for obtaining their PhD. If an offer has been extended but the candidate fails to defend their thesis before the start date, the offer of employment becomes null and void.

6) IS MY POSTDOC PART OF THE POSTDOCTORAL UNION?

- a. Not all postdocs are unionized. Unionization depends on funding, but in general, the postdoc is in the union if their supervisor is contributing **at least 50%** of the minimum hosting salary from their research account.

7) ARE POSTDOCS ELIGIBLE FOR BENEFITS AND WHO IS RESPONSIBLE TO PAY THE PREMIUMS?

- a. All postdocs are eligible for benefits; however, they are not automatically enrolled in the plan.
- b. If your postdoc is in the union and they opt into the benefit plan, you will be responsible for paying 70% of the monthly benefit premiums. **You must budget for this expense**, but it will only apply if your postdoc opts into the benefit plan. The Family Rate is more expensive than the Single Rate, so the Family Rate must be allocated for in the budgeting. The cost will be less if the postdoc opts into the Single Plan. If the postdoc does not opt into a Benefit Plan, this expense will not apply. You must budget for this expense in advance because your postdoc will have **31 days** from their start date to decide whether to opt in or not.
- c. If your postdoc is not in the union, then they are required to pay 100% of their monthly benefit premiums.
- d. The Benefit plan is available for review [here](#).

8) WHAT IF MY POSTDOC NEEDS A WORK PERMIT?

- a. It is your responsibility to make sure that your postdoc is eligible to work in Canada.
- b. There are two sides to a postdoc work permit application:
 - i. The postdoc’s application, for which they are responsible, and;
 - ii. The employer’s application, for which the Postdoc Coordinator is responsible. Immigration, Refugees, and Citizenship Canada (IRCC) requires that employers pay a \$230 “Employer Compliance Fee” in order for international postdocs to apply for permission to work in Canada. This fee is paid through the Office of the Deputy Provost, so the postdoc supervisor is not responsible for this amount.

9) ARE THERE ANY PARAMETERS AROUND REMOTE WORK?

- a. Carleton University remains committed to flexible work arrangements but cannot have employees doing the majority of their work outside of Ontario
- b. All employees who have a flexible remote work arrangement need to be working remotely at a location that allows them to attend the university premises when needed, at the university’s discretion. Employees must include the remote work location as part of the request process and must seek permission before changing the remote work location.

Ready to get started? The process begins with the POSTDOC APPOINTMENT FORM below.



**PLEASE READ THE FAQs FOR HIRING
POSTDOCTORAL FELLOWS BEFORE PROCEEDING!**



POSTDOCTORAL FELLOW APPOINTMENT FORM

SECTION A: POSTDOCTORAL FELLOW INFORMATION

Postdoc Citizenship (choose one): Canadian Citizen Permanent Resident International (requires a work permit)

Full Legal Name (as listed on passport):

Family Name (surname/last name)

Given Name(s)

Email Address

Where will the postdoc be working? Carleton University Other location: _____

SECTION B: POSTDOC SUPERVISOR'S INFORMATION

Banner ID

Department/School/Institute

Family Name (surname/last name)

Given Name(s)

Email Address (Carleton email preferred)

SECTION C: TOPIC OF RESEARCH

Brief description of the area or topic of research:

SECTION D: FINANCIAL INFORMATION

Term of Appointment:

Start: _____

Month Day Year

End: _____

Month Day Year

Funding Source(s):

A) Part or all of funding is coming from postdoc supervisor's research account(s): Yes No Funding/Grant Agency: _____

i. Supervisor's account details: _____

Fund Org. Account % of salary (if more than one account)

***If more than one account -**

ii. Supervisor's account details: _____

Fund Org. Account % of salary (if more than one account)

B)	Will the postdoc receive funding in their own name from any external source(s)?	Yes	No	If 'yes', how will the Agency pay the postdoc?	Postdoc will be paid directly	Carleton will administer funds on behalf of the agency (enter account details below)			
iii. External Funding Account Details: <table style="width:100%; margin-top: 5px;"> <tr> <td style="width:30%; border-bottom: 1px solid black;">Fund</td> <td style="width:30%; border-bottom: 1px solid black;">Org.</td> <td style="width:40%; border-bottom: 1px solid black;">Account</td> </tr> </table>							Fund	Org.	Account
Fund	Org.	Account							

SECTION E: FINANCIAL INFORMATION (continued...)

***Note: Totals below are PER ANNUM. ODP and Payroll will prorate this annual salary for shorter appointments.**

#	Details	Amount	Confirmed Amount (ODP Use Only)
1.	Gross Salary offered to postdoc through funds held by Carleton Supervisor (PI) in research account:	\$	
2.	Add 11% of amount listed in (1) above to cover employer portion of statutory deductions:	\$	
3.	Add \$2,856/annum for Postdoc Benefit Plan:	\$	
4.	Amount allocated for postdoc position through external sources : *External funding source is any funds not being transferred to supervisor's research account at Carleton External funding source:	\$	
5.	Total amount offered to the postdoc (this is their gross annual salary): (1) + (4):	\$	
6.	Total amount budgeted from internal sources above (add 1 – 3 above):	\$	

SECTION F: DECLARATIONS and SIGNATURES

I certify that the information provided on this form is, to the best of my knowledge, correct and complete, and that I am responsible for current and/or future expenses relating to this fellowship.

 Postdoc Supervisor Name (Please Print) Postdoc Supervisor Signature Month Day Year

I approve of and support the Postdoctoral Fellowship, as presented on this form.

 Chair/Director Name (Please Print) Chair/Director Signature Month Day Year

I approve of and support the Postdoctoral Fellowship, as presented on this form.

 Faculty Dean Name (Please Print) Faculty Dean Signature Month Day Year

I have reviewed Section C and confirm that, as of this signature date, there are sufficient funds available in the grant holder's account and/or the external funding agency's account, to support this Postdoctoral Fellowship.

 Financial Officer Name (Please Print) Financial Officer Signature Month Day Year