

Guidelines for Postdoctoral Scholars in Werklund School of Education

What is a Postdoctoral Scholar?

A Postdoctoral Scholar is the next step in an academic career path after earning a PhD. This is a temporary research position that prepares one for their academic career. Postdoctoral Scholars work under the supervision of a mentor, either on a specific project that both mentor and Postdoctoral Scholar collaborate on or one of their own design.

During their tenure, Postdoctoral Scholars will challenge faculty to consider new research directions in a collaborative manner, mentor graduate students, write grants and, in some cases, teach (see details about teaching later).

Pathways to Becoming a Postdoctoral Scholar

At the University of Calgary there are three pathways to becoming a Postdoctoral Scholar:

1. Postdoctoral Associate

An employee who receives funding through a supervising faculty member's grant, a University grant, or an endowment/donation administered by the University.

2. Postdoctoral Fellowship Holder

An individual who is awarded a fellowship from an external granting agency following a competitive process. The University administers funds on behalf of the granting agency. These individuals do not have an employment relationship with the University.

3. General Associate – Guest Postdoctoral Scholar

An individual who is awarded a fellowship from an external granting agency following a competitive process. The University does not administer funds on behalf of the granting agency. These individuals do not have an employment relationship with the University.

To learn more about each pathway click [here](#)

Funding Pathways:

1. Werklund School of Education

Postdoctoral Scholar Appointments must be coordinated through the Postdoc Office at the University. Instructions and forms are available by contacting them at postdoc@ucalgary.ca

Benefits:

For Werklund School of Education Postdoctoral Scholar appointments, the supervisor's project pays the salary, but benefits are paid from Werklund School of Education funds (Gift \$ or other).

2. Eyes High at the University of Calgary

Postdoctoral Scholar Appointments must be coordinated through the Postdoc Office at the University. Instructions and forms are available by contacting them at postdoc@ucalgary.ca.

Benefits:

For University of Calgary Eyes High Postdoctoral Scholar appointments, the supervisor's project pays the salary, but benefits are paid from Werklund School of Education funds (Gift \$ or other).

3. Guest Postdoctoral Scholar Appointments (i.e. SSHRC)

These appointments are paid by and administered externally.

Benefits:

SSHRC appointments do not cover the cost of benefits. Therefore, the Werklund School of Education will reimburse the appointee for the cost of benefits. They are instructed to set up benefits through Blue Cross or other and we will reimburse them either monthly or yearly. If system access is required, the Werklund School of Education Onboarding Coordinator processes a General Associate hire and sends a welcome letter to the appointee with a copy to the Office of Administration Manager, Educadmin@ucalgary.ca.

To be Submitted by the Mentor:

- Request for Posting Form (if applicable) is sent to the Postdoc Office (postdoc@ucalgary.ca)

- An email is sent to the Office of Research and Director of Strategic Initiatives to inform them of the potential appointment. In the email, information with regard to the funding source and length of term need to be provided.
- Once an applicant is selected a [Request for Postdoctoral Scholar Offer Letter Form](#) is completed and submitted to the Postdoc Office. This must *include* the project numbers for the salary and benefit portions.
- If International, an [Employer Compliance Fee Payment form](#) must also be submitted

To be Submitted by the Prospective Postdoctoral Scholar:

- [Personal Information Form](#)
- Verification of PhD (or equivalent) – e.g., parchment, transcript, letter from the Faculty of Graduate Studies
- Copy of most recent CV

If applicant is international, they must also submit:

- Copy of the biographical page of their passport

See the following link for further information:

https://www.ucalgary.ca/hr/Postdoctoral_Scholar/info-for-managers/hiring-project

Post Doc Office:

Once documentation is complete, the Postdoc Office processes the appointment and sends a welcome letter with onboarding instructions to the appointee with a copy to the supervisor and a copy to the Werklund School of Education Onboarding Coordinator.

The Werklund School of Education Onboarding Coordinator also sends a welcome letter to the appointee with a copy to the Office of Administration Manager, Educaadmin@ucalgary.ca and the Admin Coordinator to provide mailman access.

Important Facts to Note:

- A Postdoctoral Associate (employee) can also have a sessional appointment (salary in addition to Postdoctoral Scholar salary). They can teach half a course per term.
- A Postdoctoral Fellowship holder or a Guest Postdoctoral Scholar cannot hold a sessional appointment.