

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(s) 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 please see research.ucalgary.ca/postdocs/postdoc-appointments.

Funding Requirements

Faculty members who have identified a potential postdoctoral scholar and are willing to proceed with the recruitment process must ensure that there is confirmed funding for [minimum salary and benefits requirements](#).

In the Werklund School of Education, postdoctoral funding can come from several sources:

1. **Supervisor Project Funding** can pay for all of a postdoctoral salary, or matching funds for internal or external funding programs.
2. **Werklund School of Education** – endowment funding is allocated to support up to 2 postdoctoral scholars in the faculty each year. This provides up to \$35,000 in matching funding contingent on approval for VPR Postdoctoral Match Funding.
3. **VPR Postdoctoral Match-Funding Program** – this program provides partial salary support on a competitive basis. Prospective postdoctoral scholars can apply for \$25,000 per year in matching funding to supplement supervisor project or faculty funding.
4. **Guest Postdoctoral Scholar Appointments** (e.g. SSHRC)– these appointments are paid and administered externally.

July 1 Salary Increases

As detailed in the [postdoc collective agreement \(PDAC\)](#), the budget to hire a postdoctoral scholar must provide for a minimum salary and automatic pay increases effective July 1 each year, if applicable.

Postdocs paid through a funding agreement where the sponsor's terms stipulate a fixed contribution are not eligible to receive any across-the-board salary increase (e.g. postdocs receiving VPR Match-funding).

Unless it is confirmed by the faculty and the Postdoctoral Office that postdoc appointment is not eligible for this, the supervisor must budget to pay the July across-the-board increase out of their project funding.

Benefits

If a postdoc is classified as a Postdoctoral Associate, the cost of Extended Plan C group benefits, CPP, EI, and WCB must also be covered for the award period including renewal or extension years. Supervisors are responsible for this; however, Werklund's practice is to cover these costs through the Werklund Endowment, subject to available funding.

Note that SSHRC appointments do not cover the cost of benefits, so Werklund's practice is to reimburse the appointee for the cost of benefits set up through Blue Cross or other.

Compliance Fee

Supervisors are responsible for paying a \$230 Compliance Fee Payment to support the work permit application process for international postdocs. Werklund does not pay for this fee.

Important:

- 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.

Processes for Hiring Postdoctoral Scholars

The Werklund School of Education coordinates with the UCalgary Postdoc Office on all postdoctoral scholar appointments.

1. **Faculty supervisor:** Email the Office of Research (educres@ucalgary.ca), Director of Strategy and Administration (snathoo@ucalgary.ca), Werklund Administrative Coordinator, Staffing (laurie.mcdonald2@ucalgary.ca) to:
 - Inform them of the potential appointment, the funding source, and length of term.
 - Identify if a job posting is required (usually the potential postdoc is already identified so this is the exception not the rule (i.e., a potential postdoc fully funded by a grant); and
 - Confirm Werklund funding for benefits and matching funds, if applicable.

After funding is confirmed and a prospective postdoctoral scholar is selected:

2. **Faculty supervisor:** Complete the [Request for Postdoctoral Scholar Offer Letter Form](#) and send this to the Director, Strategy and Administration (snathoo@ucalgary.ca), Werklund Administrative Coordinator, Staffing (laurie.mcdonald2@ucalgary.ca), and Academic Support Office (edusupport@ucalgary.ca).
 - This must include the project numbers for the salary and benefit portions,
 - If international, an [Employer Compliance Fee Payment Form](#) must also be submitted.

After verifying financial information, the Director, Strategy and Administration will submit the form(s) to the Postdoc Office.

3. **Prospective post-doctoral scholar:** Submit the following to the Postdoc Office (postdoc@ucalgary.ca) directly:
 - [Personal Information Form](#)
 - Verification of PhD (or equivalent) – e.g. parchment, transcript, letter from Faculty of Graduate Studies
 - Copy of most recent CV
 - If international, copy of the biographical page of their passport
4. 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 and sets up mailman access.

Job Changes

If there is job change (e.g., extension, termination, etc), the supervisor must contact the Werklund Administrative Coordinator, Staffing, who will work with the Director of Strategy and Administration to process the job change.