

Procedure for Postdoctoral Fellow Appointments

SIMON FRASER UNIVERSITY
Policy and Procedures

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2.0

Policy Authority: Vice-President Research and International

Parent Policy: R50.03 Postdoctoral Fellow Appointments

1.0 PURPOSE

1.1 The purposes for these procedures are to outline the process for recruiting, selecting, appointing, providing academic and cultural support, and terminating the appointments of postdoctoral fellows and to establish a process for resolving problems that may arise in connection with such appointments.

2.0 DEFINITIONS

2.1 Definitions set out in the parent policy are incorporated by reference into these procedures.

2.2 “**Appointment Letter**” means an offer of appointment to a prospective Internal PDF.

2.3 “**Invitation Letter**” means an offer of appointment to a prospective External PDF.

2.4 “**Unit Head**” means the chair of an academic department or the dean of a non-departmentalized faculty.

3.0 RECRUITMENT

3.1

- 3.2 It is not necessary to advertise available PDF appointments.
- 3.3 The recruitment and management of an Internal PDF must adhere to relevant legislation, which includes but is not limited to the Employment Standards Act, Human Rights Code, Workers Compensation Act, and the Immigration and Refugee Protection Act .
- 3.4 The recruitment and supervision of an External PDF must adhere to relevant legislation, which includes but is not limited to the Human Rights Code and the Immigration and Refugee Protection Act .

4.0 SELECTION

- 4.1 In all cases, the Supervisor is responsible for the selection process.
- 4.2 In all cases, the decision to issue an Appointment Letter or an Invitation Letter must be made by the Faculty Member who is the intended Supervisor of the prospective PDF.
- 4.3 In all cases, the selection process for an appointment as a PDF must consider a candidate’s references, recommendations, and academic achievements including but not limited to publications, research work, and awards.
- 4.4 The decision to provide financial support to an External PDF must always be made by the external funding organization which is the proposed grantor of the financial support in question. The terms of any such g (r)6.9 (a)2.3 (t)na (n)2 .8 (t)-4.6 (o)17.2 (us)-2.3 (t)-4.6 7 beo rh u17.1 (s)e1.6 (nt)-4.6 (o)

University, and who holds an appointment with an anticipated duration of at least one year based on the total of all consecutive PDF appointments at the University

- 6.3** The Supervisor, together with the Unit Head, may be responsible for arranging opportunities for the PDF to participate in activities such as lecturing, tutorials, laboratory instruction, and supervision of students. The arrangements for such opportunities must comply with the provisions of both applicable University policies and existing agreements with SFU employee groups. For External PDFs, the arrangements for such opportunities must additionally comply with any restrictions imposed by the relevant funding agency on teaching or other duties.
- 6.4** PDFs are responsible for the satisfactory performance of the research activities specified in the Appointment or Invitation Letter and additionally, in the case of External PDFs, the application for a Fellowship. Failure to perform such research duties satisfactorily may lead to the termination of a PDF's appointment, irrespective of the source of funding.
- 6.5** A PDF's appointment may be renewed subject to the availability of funding, subject to the provisions of the Appointment of Faculty (e)-1.6 (s)8.5 (pe)-1.6

8.2 Should the problem remain unresolved after consultation with the Chair or Director, either the