



POSTDOCTORAL FELLOWS PROTOCOL

This Protocol serves to outline the terms and conditions for Postdoctoral Fellows (PDFs) and to outline responsibilities for the University, the Faculty Supervisor and Postdoctoral Fellows (PDFs) at Mount Saint Vincent University (MSVU) in Halifax.

Party A, Postdoctoral Fellow (PDF): an individual who is normally an employee of the University, appointed as a research trainee, after the completion of their doctoral degree, and who is engaged in a temporary and defined period of mentored advanced training.

Party B, Faculty Supervisor: A full-time MSVU faculty member who oversees the research training and associated activities of the PDF.

Party C, The University: Mount Saint Vincent University, represented by one or more of the following: Vice-President Academic and Provost, Associate Vice President Research, Dean of Graduate Studies, a Dean of the Faculty.

1) TERMS AND CONDITIONS OF APPOINTMENT

At MSVU, PDFs are normally considered employees. The following terms and conditions may apply to all PDFs on campus, subject to Tri-council regulations. As such:

- 1.1 Initial appointments must occur after the completion of a doctoral degree.
- 1.2 Initial appointments are for a specific period. Initial appointments may range from a minimum of six months to a maximum of three years. See Section 4.1.3-i.
- 1.3 PDFs must be under the supervision of a Faculty Supervisor at MSVU. See Section 10.
- 1.4 Prior to the appointment start date, financial support for PDFs must be in place for the duration of the appointment. Financial support may come from a variety of sources but must not come from personal means of either the PDF or the Supervisor.
- 1.5 PDFs who are not permanent residents of Canada must be issued a work permit prior to the appointment start date. Any renewal or extension will be subject to immigration approval, as per Appendix B.

2) UNIVERSITY RESPONSIBILITIES

2.1 The University provides the following services:

- workspace,
- library access,
- an MSVU e-mail address (See also Services in section 3).

2.2 The University, through the Associate Vice-President Research, the Dean of Graduate Studies, the Vice-President Academic and Provost's Office, and Financial Services is responsible for:

- 2.2.1.1. Ensuring that the appropriate information is available to all parties involved;
- 2.2.1.2. Providing orientation and training to the faculty supervisor prior to preparing a Letter of Invitation to a PDF;
- 2.2.1.3. Maintaining a registry of PDFs, housed in the Research Office (RESO).

3) SERVICES

3.1 PDFs are eligible for a Mount Saint Vincent University Identification Card, which provides full library privileges and access to campus computing services, including an email account and Novanet;

3.2 PDFs may also apply and pay for the following at employee rates:

- i. A parking permit
- ii. Coastal Health and Wellness Services
- iii. MSVU Fitness Centre membership

4) HIRING AND APPOINTMENT

4.1 PDF hiring and appointment must comply with relevant legislation, such as the Human Rights, Citizenship and Multiculturalism Act. Supervisors will consider the University's [Employment Equity Policy](#) when recruiting Postdoctoral Fellows (PDFs).

4.2 Appointment of a PDF at MSVU must be done in consultation with the appropriate Dean and follow the rules of due process according to University procedures.

4.3 The letter inviting the individual to MSVU to train as a PDF must be signed by the Faculty Supervisor and the Vice-President Academic and Provost, with a copy sent to the Dean of the appropriate faculty. The Letter of Invitation must specify:

- i. The term of appointment as a PDF (if appointing for an initial three years, the contract should contain a condition of review after one year and subsequent renewal dependent upon satisfactory evaluation), which will be required in the case of renewal;
- ii. The name of the relevant Faculty Supervisor and Dean;
- iii. Confirmation of the status of appointment;
- iv. The source of funding;
- v. Stipend arrangements and any additional support (such as conference support), including cost-of-living adjustments if appropriate;
- vi. Provisions for vacation and sick leave, to be mutually arranged with the Supervisor as per the PDF's Employment Contract;
- vii. Research duties and responsibilities;
- viii. Teaching duties, to be arranged with the appropriate Dean in accordance with the relevant Collective Agreement;

- ix. Office location;
- x. Any special conditions or circumstances, such as subject to immigration approval; and
- xi. Statement that the PDF must comply with all University policies and procedures.

4.4 Prior to employment, the University will assist the PDFs in obtaining their work permit and provide guidance around immigration process and procedures to ensure they are legally able to work and live in Canada, in conjunction with the Vice-President Academic and Provost's Office. For more information, see **Appendix B**.

4.5 The University, via the faculty supervisor, will provide information related to settlement support, e.g. providing contact information for a real estate agent, providing contact information for transportation from the airport, and other related supports. For international PDFs, the faculty supervisor may wish to connect the PDF with the International Office at MSVU and/or Immigrant Services Association Nova Scotia (ISANS; www.isans.ca)

5) REGISTRATION AND DOCUMENTATION

5.1 All PDFs must be registered through the Research Office.

5.2 The following documents (copies as appropriate) are required for inclusion in the PDF's Academic File in the Vice-President Academic and Provost's Office:

- i. Letter of Invitation (signed by Vice-President Academic and Provost, Faculty Supervisor, and PDF)
- ii. Signed Employment Contract
- iii. Evidence of doctoral degree completion
- iv. Curriculum Vitae
- v. Work Permit (if applicable)
- vi. Social Insurance Number

6) RENEWAL OF APPOINTMENT

6.1 The PDF appointment will automatically cease at the end of the term of appointment identified within the Letter of Invitation and Employment Contract

6.2 If the appointment is to be renewed, the PDF must receive a renewal letter outlining terms of the renewal and must re-register with the Research Office. The renewal letter must be signed by the Faculty Supervisor and Vice-President Academic and Provost.

6.3 The Faculty Supervisor will inform the PDF of renewal status 30 days before the end of the term of appointment identified within the Letter of Invitation and Employment Contract.

7) TERMINATION OF APPOINTMENT

7.1 The appointment may be terminated for cause at any time by the Faculty Supervisor or the University. Upon termination for cause the PDF is not entitled to any payments beyond those earned for services provided up to the date of termination.

7.2 Early termination of the appointment may occur upon mutual agreement of the Faculty Supervisor and the PDF, upon provision of a 30-day notification by either the Faculty Supervisor or the PDF, or upon payment in lieu of notice equivalent to the stipend that would have been earned over the course of the notice period.

8) PROVISIONS FOR LEAVE

8.1 Provisions for leave (including, but not limited to, sick leave, parental leave, and bereavement leave) will follow the guidelines of the agency funding the fellowship.

9) SALARY

9.1 Salary ranges for PDFs are governed by the regulations of the relevant funding agency. Where no specific stipend is mandated, the PDF's stipend is based on the [MSVU Research Handbook](#). The total stipend may exceed the regulated maximum of a single funding agency provided that other sources of funding are available.

10) FACULTY SUPERVISOR RESPONSIBILITIES

The Faculty Supervisor is responsible for:

- 10.1. Prior to extending an invitation to a potential PDF, the Faculty Supervisor must inform the appropriate Dean and the Vice-President Academic and Provost's Office of her intention to invite a PDF to campus;
- 10.2 Providing confirmation of the start and end date of the Fellowship to her Dean, the Vice-President Academic and Provost's Office and the Associate Vice-President Research;
- 10.3 Providing confirmation that there are sufficient and available financial resources to support the PDF throughout the duration of the appointment, copied to the Director of Financial Services;
- 10.4 Sending the Letter of Invitation to the PDF after it has been signed by the Supervisor and Vice-President Academic and Provost;
- 10.5 Consulting with the relevant Dean to ensure that there is appropriate office and/or laboratory space for the PDF;
- 10.6 Providing the PDF with an orientation and familiarization of the University and the research worksite, including the appropriate personnel and policy;
- 10.7 Outlining with the PDF at the start of the appointment period rights and obligations related to safety procedures, ethical conduct, scholarly integrity, intellectual property and patents, conflict of interest and commitment, fraud and any other relevant policies or procedures;
- 10.8 Complying with applicable provincial and federal legislation and any professional codes of conduct/ethics;
- 10.9 Providing the direct financial resources required for the PDF to conduct planned research activities, unless otherwise directly funded;

10.10 Creating an activity plan for the duration of the appointment with the PDF, and monitoring the PDF's progress in an agreed-upon format with the PDF;

10.11 Agreeing with the PDF, in writing, to procedures relating to authorship and intellectual property over data, analysis, and all other products and outcomes of the Fellowship;

10.12 Encouraging the PDF to apply for external fellowship funding during the term of their appointment;

10.13 Mentoring the research and professional activities of the PDF;

10.14 Determining the nature and scope of the scholarly and research activities anticipated;

10.15 Providing an environment where applicable skills and/or knowledge may be acquired by the PDF;

10.16 Providing information about performance expectations and expectations of research effort to the PDF;

10.17 Ensuring that PDFs are appropriately recognized for their contributions in research outcomes, including publications and patents, teaching and service to the University;

11) PDF RESPONSIBILITIES

All PDFs at Mount Saint Vincent University must be registered through the MSVU Research Office. The PDF is responsible for:

11.1 Responding in writing to the Letter of Invitation and signing the contract offered by the University within seven days;

11.2 Providing any documents required, including, but not limited to evidence of doctoral degree completion, a Canadian SIN, and immigration documents, if applicable;

11.3 Carrying out research as agreed in the contract with the University;

11.4 Accepting and recognizing that the Fellowship is her primary professional activity and notifying the Supervisor if conducting other professional activities;

11.5 Complying with all applicable University and Funding Agency policies and procedures;

11.6 Complying with applicable provincial and federal legislation and any professional codes of conduct/ethics;

11.7 If they are not a Canadian citizen or permanent resident, prior to the start of the appointment, they must contact a Canadian embassy, consulate or visa office abroad to arrange an appropriate work permit and, if required, a temporary resident visa and/or medical examination, and be responsible for the maintenance of such visa/work permit for the duration of the appointment.

11.8 Where applicable, maintaining health insurance coverage for themselves, if they are not a Canadian citizen or permanent resident. PDFs who are not a Canadian citizen or permanent resident can apply for emergency medical coverage through a third-party provided. For more information about this coverage, please see the Manager, Faculty Relations.

11.9 The PDF is required to acknowledge MSVU and any relevant funding agency in any and all dissemination activities resulting from her research and scholarly work during the period of the Fellowship.

11.10 The PDF and the Supervisor will agree, in writing, to procedures relating to authorship and intellectual property over data, analysis, and all other products and outcomes of the Fellowship.¹

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¹ This document was compiled using resources from the University of Lethbridge, Memorial University, Université de Québec – Outouais, the University of New Brunswick, and Université de Québec – Trois Rivières.

APPENDIX A: CONFLICT RESOLUTION

A. The goal of the MSVU resolution process is to achieve a mutually satisfactory understanding that will allow the PDF's academic research to continue at a pace that will allow the student to complete their PDF requirements in a timely manner;

B. If the conflict is the result of a breach of academic integrity then academic disciplinary measures as contained in the [Graduate Academic Calendar](#) should be initiated;

C. The Dean of Graduate Studies is available for consultation on resolution policies and procedures at any stage of the resolution process;

- i. **Informal discussion:** In all cases, the first steps to a resolution process should include discussions between the PDF and the supervisor:
 - a. **Self-reflection** This reflection should include an acknowledgement of the power differential in the faculty-PDF relationship, and of the supervisor's responsibility to question and challenge the PDF's ideas, arguments and interpretations. Cultural differences in communicating ideas and performing collaborative research should be acknowledged.
 - b. **Seeking the advice of others** The PDF or the supervisor may want to seek the advice of others who are outside the working relationship.
 - c. **Respectful dialogue** The PDF and supervisor should meet (ideally, in person) to discuss the nature of the disagreement and to explore the potential steps toward resolution.
- ii. **Informal Facilitated Resolution:** If a mutually satisfactory agreement cannot be reached through informal discussion, the PDF or supervisor may launch an informal facilitated resolution process.
 - a. **Self-reflection** This reflection should include an acknowledgement of the power differential in the faculty-PDF relationship, and of the supervisor's responsibility to question and challenge the graduate student's ideas, arguments and interpretations. Cultural differences in communicating ideas and performing collaborative research should be acknowledged.
 - b. **Documenting the disagreement** The PDF or supervisor launching the informal facilitated resolution process should document the disagreement.
 - c. **Securing a facilitator** Once the person seeking informal facilitated resolution has documented the disagreement, s/he should seek a facilitator. Once a facilitator has been secured, s/he should receive the documentation outlining the disagreement and schedule a facilitated resolution meeting that will include all affected parties.
 - d. **Meeting to reach a resolution** The facilitator should schedule a meeting between all involved parties. At this meeting, each person should explain his/her understanding of the nature of the disagreement, as well as proposed steps toward a resolution.

- e. **Documenting the resolution** During the meeting(s), the affected parties should reach an agreement on how to document the resolution. These documents will serve as a plan of action to resolve the dispute.
- iii. **Formal Facilitated Resolution:** If the affected parties are not able to reach a mutually satisfactory resolution through informal facilitated resolution, either the PDF or the supervisor should launch a formal facilitated resolution process:
 - a. **Making a formal complaint** The PDF or supervisor seeking to launch a formal facilitated resolution process must begin by making a formal complaint. Using the Request for [Formal Facilitated Resolution form](#), the complaint must be received by the MSVU Office of Graduate Studies.
 - b. **Formal facilitated resolution** The Dean will make every reasonable attempt to help the affected parties to come to a mutually satisfactory resolution. If the affected parties are not able to reach an agreement on a conciliatory course of action, the Dean may reach a judgment and set out a course of action to resolve the disagreement.

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APPENDIX B: IMMIGRATION INFORMATION FOR INTERNATIONAL POSTDOCTORAL FELLOWS

Compiled by Paula Barry Mercer, Associate Vice-President Student Experience

Post-doctoral fellows are exempt from a Labour Market Impact Assessment (LMIA) under LMIA exemption code C44 and pursuant to R205(c)(ii) but will **require an offer of employment and work permit application** to be submitted to Immigration, Refugee and Citizenship Canada (IRCC). This document outlines this process.

For the Supervisor

1. Once you have had your offer letter approved, you will need to work with the Manager of Academic Relations to submit an *Offer of Employment to A Foreign National Exempt from a Labour Market Impact Assessment*. You are required to pay a \$230 compliance fee (please provide an account number). This Offer of Employment must be submitted via IRCC's Employer Portal.
2. After the *Offer of Employment to A Foreign National Exempt from a Labour Market Impact Assessment* has been submitted to IRCC via the Employer Portal and the compliance fee has been paid, the supervisor must provide a copy of the fee receipt and the offer of employment ID number to the postdoctoral fellow. The fellow will need to include this ID number on the work permit application form and submit a copy of the receipt.

For the international postdoctoral fellow

STEP 1: Determine whether you require a Temporary Resident Visa (TRV) to enter Canada. Visit the following Immigration, Refugee and Citizenship Canada (IRCC) website to determine whether you need a visa: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>

STEP 2: Obtain the offer of employment ID number and accompanying E-Receipt from your supervisor. You must include this ID number on your work permit application and submit proof of payment to IRCC.

STEP 3: FOR THOSE REQUIRING A TRV ONLY

Apply for a work permit at the nearest Canadian visa office responsible for your country of residence or nationality. If you are already in Canada and hold a work permit, you can apply in Canada. The following IRCC website offers detailed information about how to apply: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary.html>

Applicants will be required to give their biometrics (fingerprints and photograph) when they apply for a work permit:

<http://www.cic.gc.ca/english/visit/biometrics.asp>

When your work permit and TRV application is approved, **you will receive a letter approving the issuance of a work permit and a TRV counterfoil will be pasted in your passport.**

Your work permit will actually be issued at the port of entry as you enter Canada.

NOTE: please allow sufficient processing time for your work permit, which is typically 1-3 months. IRCC posts updated processing times by country on their website: <http://www.cic.gc.ca/english/information/times/index.asp>

STEP 4: Arriving at the port of entry

*If you are a **Post-doctoral fellow who does not require a TRV** to enter Canada, you may apply for and receive your work permit at a port of entry (international airport or land border crossing) as you enter Canada.*

If you are arriving by air, you do need to apply for an Electronic Travel Authorization before you can board your flight to Canada. This entry requirement allows IRCC to screen travellers before they arrive. In most cases, an eTA will be approved within minutes of applying. It costs \$7 CAD per person to get an eTA, and once approved, an eTA is valid for five years or upon passport expiry, whichever comes first. Application is made online:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>

If you are arriving by car, bus, train, or boat, you do not need an ETA.

When you arrive at a port of entry, you should tell the border officer who inspects your passport that you wish to obtain a work permit. You should have the following items with you:

- Your letter of offer from Mount Saint Vincent University;
- If you applied for your work permit abroad, the letter from the Visa Office approving the issuance of your work permit;
- Your offer of employment ID number and accompanying E-Receipt from your supervisor;
- Your passport;
- A copy of your CV;
- Proof of your credentials for the position (ie. a copy of your PhD, or a letter from your school confirming that you have completed it); and
- If you are applying at the port of entry, the work permit application fee of \$155 CAD. This fee is payable by: cash (in Canadian or American currency only); or credit card (Visa, Mastercard or American Express).

Spouses and accompanying children

If applicable, a spousal work permit and/or visitor records and/or study permits for any accompanying dependent children may be applied for at the same time that you apply for your work permit. Additional fees will apply, and additional documents will be required depending on

your circumstances. These may include: marriage certificate or Statutory Declaration of Common Law Union (form available at: <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5409e.pdf>); birth certificates for accompanying dependent children; a copy of your work permit (if already issued); proof of your postdoctoral fellowship at Mount Saint Vincent University (such as the letter of offer, or a letter from your supervisor); and/or other documents as required by IRCC.

AFTER YOU ARRIVE

Once you arrive, you must **apply in person for a Social Insurance Number (SIN)** at a Service Canada Centre. Please review the following website with information about how to apply for a SIN: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>. A copy of your SIN card and a copy of your work permit must be submitted to your Supervisor at Mount Saint Vincent University to be forwarded to Human Resources and Financial Services for payroll. Please note that you are not allowed to begin working until the effective date of your work permit. For example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15.

As a Temporary Foreign Worker in Canada, it is your responsibility to ensure that you maintain a valid work permit. If you intend to continue working beyond the expiry of your current work permit, you must apply to renew your work permit BEFORE it expires. Please visit the following website for information about how to renew your work permit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/extend.html>

Paula Barry Mercer, RCIC #509082 Last updated April 5, 2019

To be eligible for Nova Scotia Medical Service Insurance benefits you must be:

- a Canadian Citizen or "Permanent Resident" (Landed Immigrant);
- a resident who makes his/her permanent home in Nova Scotia;
- present in the province 183 days every calendar year; and
- registered with MSI.

The following individuals are **not eligible** for coverage:

- Members of the Canadian Armed Forces (however, family members are eligible);
- tourists and visitors to the province;
- students from another province; and
- inmates of federal penitentiaries.

Please refer to the section [Moving to Nova Scotia from Outside Canada](#) if you are a Non-Canadian.

If you are a **full-time student from another Canadian province**, you are not eligible for MSI coverage. Your home province will continue to provide coverage as long as you are a student. Contact your home province to ensure your coverage is maintained.

Appendix C- Employment Contract Template

<DATE> (DAY/MONTH/YEAR)

Dr. <NAME>

<ADDRESS 1>

<ADDRESS 2>

Dear Dr.<NAME>,

We are pleased to offer you a Post-Doctoral Fellowship Award in the <NAME> Department at Mount Saint Vincent University, under the supervision of Dr. <NAME> , hereinafter the “Fellowship Award.” This Fellowship Award covers a <LENGTH> period from <START DATE>(DAY/MONTH/YEAR)....to <END DATE>(DAY/MONTH/YEAR).

This Fellowship Award is subject to the following terms and conditions:

1. This Fellowship Award is situated in the Department of <NAME> for the purposes of providing you, the Award recipient, an opportunity to further develop skills in conducting research and scholarship. The Fellowship Award will proceed under the direction and mentorship of Dr. <NAME>, hereinafter the “supervising faculty member.”
2. This Fellowship Award was made possible through funding support from the <INFO ON FUNDING> of which Dr <NAME> is the Principal Investigator.
3. The activities and responsibilities associated with the Fellowship Award shall be determined by the supervising faculty member in collaboration with you. Such activities and responsibilities shall include, but are not limited to: research activities; dissemination, knowledge translation and mobilization; assisting with the supervision and training of graduate and undergraduate students; and other related activities.
4. This Fellowship Award is on a <FULL-TIME/PART-TIME> basis and comes with a stipend of <\$X DOLLARS> per annum. This is an annual stipend. This stipend will be pro-rated for the period of this agreement.
5. This Employment Contract is conditional upon the Fellowship Award holder being legally entitled to work in Canada and being present in Halifax, Nova Scotia at the initiation of the contract to complete the requirements of the position.
6. During your Fellowship, you will have the opportunity to apply to teach part-time at the University. Any teaching shall be agreed in advance with the supervising faculty member and will be limited to one-half unit course or a lab per fall and winter term. If you do teach, it is understood that your teaching should not interfere with your time working with the supervising faculty member.
7. As the Award recipient you will be considered an employee of Mount Saint Vincent University, however, you will not be eligible to participate in the Mount Saint Vincent University employee benefits or pension programs. The Department of Financial Services will support this Fellowship Award by processing the stipend for payment on a regular schedule in accordance with all applicable laws and regulations.

8. Arrangements for up to <X> days personal leave per twelve <X> months may be agreed upon between you and the supervising faculty member. Reasonable sick leave may be arranged as necessary between you and the supervising faculty member.
9. The University supports this Fellowship Award by providing the Award recipient with university e-mail, computing, library, and identification card services free of charge.
10. All Mount Saint Vincent University policies and codes of conduct shall apply to all aspects of the Fellowship Award activities including, but not limited to, the Harassment and Discrimination Policy, the Occupational Health and Safety Policy, the Science Safe Work Practices Policy, the Policy on Ethics Review of Research Involving Humans, the Integrity in Research and Scholarship Policy, and the IT&S Regulations Governing Computer Use. You are expected to familiarize yourself with all applicable policies and codes of conduct.
11. You and the supervising faculty member shall agree, in writing, to procedures relating to authorship and intellectual property over data, analysis, and all other products and outcomes of this Fellowship Award.
12. You may apply for external research funding to support your research activities if the funding agency allows applications from post-doctoral fellows.
13. By signing this letter, you agree not to disclose any research results, methods, or other confidential information that you acquire during the term of your Fellowship. Unless otherwise agreed to, all research results, samples, and data are the property of <SUPERVISING FACULTY MEMBER > and will remain in < SUPERVISING FACULTY MEMBER'S> supervising faculty member's possession.
14. Either party may terminate this agreement with 30-day notice.

We are confident this Fellowship Award will provide you with opportunities to excel in research and scholarship and to benefit from the mentorship of Dr <NAME>. We look forward to welcoming you to the Mount Saint Vincent University community.

If you are willing to accept this Fellowship Award, please sign one copy of this letter and return it to Dr. <NAME>.

Yours sincerely,

<NAME>, PhD
Vice-President Academic and Provost

<NAME>, PhD
<TITLE – SUPERVISING FACULTY
MEMEBER>

c: Dr. <NAME>, Dean of <NAME>
Dr. <NAME>, Associate Vice-President, Research
Ms. <NAME>, Director of Finance and Administration

I acknowledge that I have read and accept the above terms and conditions of the Fellowship Award.

Signed in Agreement:

DR.<PDF NAME>

WITNESS

DATE

DATE

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Appendix D – Postdoctoral Fellow Hiring Checklist

Faculty Supervisor (name):	Date:
Postdoctoral Fellow (PDF) Name:	Term Length:

Action	Responsibility			Done
<i>To accompany the MSVU Postdoctoral Fellows Protocol (PDF Protocol)</i>	MAR	Faculty Sup.	Research Office	Date
Approval Process to fill PDF position				
Review research needs & discuss with Dean		X		
Make application for funding to MSVU Research Office (RO)		X		
Secure appropriate funding and provide RO confirmation of funding		X		
Posting Process				
Obtain PDF posting template from Manager, Academic Relations (MAR)		X		
Draft posting & send for review by RO & VP Academic & Provost Office		X		
Add line to posting “Must be legally eligible to work in Canada”		X		
Posting ad to be approved by VP Academic Office and Research Office	X	X	X	
Post PDF Job Ad – msvu.ca website, social media, others	X	X		
Interview Process				
Interview panel formed		X		
Interview questions developed		X		
Candidate assessment tool developed & skills tests (if applicable)		X		
Resumes reviewed & Short List developed		X		
Identify diverse candidates		X		
Space booked for interviews		X		
Interviews arranged & candidates contacted (request for references)		X		
Candidate Interviews				
Prepare copies of posting, evaluation tool, interview questions, candidates’ cover letters & resumes		X		
Prep Meeting for Selection committee prior to 1 st interview		X		
Candidates evaluated & ranked		X		
References checked		X		
Credentials confirmed – copy of PhD, legally eligible to work in Canada		X		
Hiring recommendation to Dean, or VP or RO		X		
Position Finalized				
Approval from Dean is received	X			
Offer letter is prepared as per contract template and in accordance with 5.3 of PDF Protocol and sent to VP Academic for approval/signature		X		
Offer letter sent; candidate accepts	X			

Advise MAR that immigration approval is required; Provide an accounting GL codes to VP Academic Office to charge \$230 LMIA fee		X		
MAR completes immigration paperwork	X			
Notify other interviewed candidates and other applicants		X		
Payroll notification prepared for payroll; provide payroll documents such as SIN, Work Permits, TD1's (Fed & Prov), etc.		X		
Collect signed offer & hiring documents & create a personnel file include relevant documents as per the below section on Personnel File		X		

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Appendix E – Faculty Supervisor Checklist

<i>Before PDF Arrival</i>	<i>MAR</i>	<i>Faculty Sup.</i>	<i>Research Office</i>	<i>Done</i>
Register PDF through the Research office as per 5.4 of the PDF Protocol				
Arrange office space, keys, access pass, computer and equipment		X		
Apply to IT helpdesk for MSVU email account and other IT access		X		
Communicate to appropriate people the start date of PDF		X		
Arrange for goodwill such as airport pick up, housing aid, etc.		X		
Prepare orientation items such as policies, procedures, campus map, etc.		X		
Advise International Centre if appropriate		X		
Create an orientation plan for first week		X		
<i>Arrival and Onward</i>				
Greet and welcome PDF on day 1; spend a few orientation days		X		
Assign a buddy to answer questions/ be a contact in supervisor absence		X		
Introduce PDF and show around campus		X		
Advise Research Office of arrival of PDF		X		
Review procedures such as tracking of hours, signature of paperwork		X		
Send new hire paperwork to payroll		X		
Send hours in bi-weekly to payroll or other process agreed with payroll		X		

PDF Personnel File Contents

- ☐ Signed Offer Letter
- ☐ Confirmation of PhD
- ☐ Immigration Paperwork
- ☐ SIN number
- ☐ Payroll Notification(s)
- ☐ Signed University Policies
- ☐ CV
- ☐ TD1's (Federal and Provincial)
- ☐ Signed Safety procedures
- ☐ Reappointment paperwork
- ☐ Anything related to the employment of the PDF's