

UNIVERSITY OF WESTERN ONTARIO

NEW POSTDOCTORAL SCHOLAR CHECKLIST FOR FACULTY MEMBERS/ADMINISTRATION

The recruitment and appointment of a Postdoctoral Scholar to your research team is an enjoyable and productive step a faculty member can make to propel their research program forward.

The following checklist has been designed to help faculty learn and implement procedures for recruiting and appointing Postdoctoral Scholars at Western. Your specific departments/units may have additional requirements but in general you will need to do the following to ensure a smooth appointment process occurs:

REACH AN AGREEMENT IN PRINCIPLE

- As a rule, a postdoctoral scholar contacts a researcher at Western who shares similar research interests and can therefore serve as research supervisor or faculty mentor
- Items for discussion:
 - Compensation
 - Holidays/vacation time
 - Sick days
 - Maternity/parental leave, if appropriate
 - Travel costs or moving expenses
 - Teaching opportunities
- Be sure to discuss the PDF and PDA employment agreements with your potential scholar
For information regarding these classifications: [Western University](#)

COMPLETE THE ONLINE APPOINTMENT PROCESS

- A potential scholar must initiate an appointment by completing the Postdoctoral Scholar Appointment Form online: grad.uwo.ca/tomtest/postdoctoralfellowregistration/index.cfm
- Upon completing the form, you will be alerted to this proposed appointment via email and be prompted to confirm additional details (duration, salary etc.)
- An email will be directed to the potential scholar following your authorization summarizing the details of the appointment and requesting the potential scholar's confirmation

SIGN AND SUBMIT THE CONTRACT

- Scholars are required to sign either a formal Postdoctoral Fellow Agreement if they are to be appointed as an independent contractor, or an Employment Contract. This can be done in advance or upon their arrival at Western, whichever is most appropriate. In either case this must be completed prior to the commencement of the appointment.
- The scholar must forward his or her contract, proof of Ph.D. degree and, if applicable, Canadian Work Permit, to SGPS (IGAB 1N07)
- SGPS will validate and forward the appointment package and supporting documents to Human Resources for processing
- Upon receiving your contract, Human Resources will establish the scholar's identity at Western and launch the appropriate payment schedule. This process can take five days.
- Most of the services available to scholars at Western cannot be accessed until this process is completed

FIRST DAY OF POSTDOCTORAL SCHOLAR ARRIVAL

- Convene a meeting to discuss research expectations, including associated duties and responsibilities, and the professional development goals, using Western's professional development plan [ProfessionalDevelopmentPlanforPostdoctoralScholars.pdf](#)
- Introduce the scholar to the people they will be collaborating with
- Introduce the scholar to the facilities they will be making use of
- Communicate any departmental specific requirements to the candidate
- Let them know that if they are a Postdoctoral Fellow, they will not have income tax automatically deducted from their stipend. They must set aside a specific amount monthly so that they can pay their taxes by April 30th; this amount should be determined when starting their position.
- The supervisor should assist the Postdoctoral Scholar with checking-in with their Department Administrator to:
 - Complete door access and keys request form
 - Discuss their eligibility for health benefits

WITHIN THE FIRST MONTH

- Complete safety and orientation training as required by their department and supervisor [Required Training - Human Resources - Western University](#)
- Address any additional skills training and professional development necessary to excel
- Establish a regular meeting schedule to create and foster a strong research and development plan to assess important aspect of the postdoctoral scholar's progress
- Discuss opportunities to seek advice and collaborative opportunities from other faculty members/labs/units
- Learn more and get involved with the Postdoctoral Association at Western (PAW) by visiting www.postdocs.uwo.ca or e-mailing postdocs@uwo.ca.
- Attend mentoring workshops, if applicable.