Vice-President, Research and Innovation



Revised: April 15, 2025

**Postdoctoral Fellow (PDF) Appointment Request Form**

Prior to completing this form, please consult with your Human Resources Consultant to confirm the salary and benefits for this appointment. Allow a minimum of **10 business days** for the review, processing, and coordination of the invitation and offer letters. Additional time may be required if further information is needed. Failure to adhere to this timeline may delay the hiring process or impact renewals and extensions.

Next, complete this form by placing an (X) in the appropriate boxes and filling in the blanks. Forward the completed form, CV, and award/authorization letters (if applicable) to your Chair and Dean to obtain signature approval. Once signed, forward all documents to the office of the Vice-President of Research for final approval. Upon approval, a Letter of Invitation will be issued. After the Letter of Invitation is signed, Human Resources will issue the Letter of Offer to finalize the appointment.

**\*\*NOTE: The minimum salary for PDFs is $45,000 per annum plus MERCs *(salary is subject to annual review)*.**

**PDF:**  [ ]  New [ ]  Renewal [ ]  Extension

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| **PERSONAL INFORMATION:** |
| Surname: Click or tap here to enter text. | Given names: Click or tap here to enter text. |
| Home address: Click or tap here to enter text. |
| E-mail address: Click or tap here to enter text. |
| Citizenship: Click or tap here to select. | Other – Country of Citizenship\*: Click or tap here to enter text. |
| ***NOTE:*** *If the PDF is a non-Canadian, Human Resources will complete and submit an IRCC Offer of Employment for the PDF to obtain a Work Permit. The current Employer Compliance Fee is $230.00\* and must be paid by the PDF or faculty sponsor.**Faculty must provide ample time for the processing of international PDFs. Normally, at least six (6) months of lead time is suggested to ensure that all documents are in place. You should consult with the Immigration Consultant in Human Resources for further information.* **The Immigration Consultant will provide the visa processing dates, which will determine the official start date of the appointment.** |

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| **DOCTORAL DEGREES EARNED:** |
| Most recent degree: Click or tap here to select. | Other – Specify: Click or tap here to enter text. |
| Department/Institution: Click or tap here to enter text. |
| Date degree requirements met *(including thesis defense and submission for graduation)*: Click or tap here to enter date. |

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| **POSTDOCTORAL APPOINTMENT:** |  |
| Start date of appointment: Click or tap here to enter date. | Duration of full-time appointment: Click or tap here to select. | Other – Indicate duration if under 12 months or specify months: Click or tap here to enter text. |
| **PDF appointments are expected to be full-time and not normally less than one year.**  *Appointments under 12 months may be considered if required by funding agencies. Please attach the award or funding confirmation for review and approval by the Dean and Vice-President of Research.*  |
| Faculty sponsor(s): Click or tap here to enter text. |
| Academic unit: Click or tap here to enter text.  |
| Description of the nature of the research, duties and responsibilities the PDF will be involved in:*(e.g.: undertaking research initiatives, identifying grant opportunities, preparing and supporting grant writing, guest lecturing, assisting and mentoring student researchers, presenting results of research conducted, publishing peer-reviewed journal articles, etc.)*Click or tap here to enter text. |
| Is the PDF permitted to teach by the faculty sponsor? [ ]  Yes [ ]  No  |
| If yes, any terms and conditions relating to any teaching activities that may be undertaken by the PDF?*(e.g.: not to be engaged in teaching more than one 3-credit hour class during the appointment)*Click or tap here to enter text. |
| ***NOTE****: Any teaching undertaken during the duration of the PDF appointment shall be in addition to this appointment and shall take place within the framework of the University of Winnipeg Faculty Association (Contract Academic Staff) Collective Agreement. Please consult with your Human Resources Consultant for further information.* |
| Will this PDF be required to travel internationally during their appointment to undertake research responsibilities? [ ]  Yes [ ]  No |
| If yes, who will be responsible for paying for any required vaccinations, travel costs, and travel visas?Click or tap here to enter text. |
| Is this PDF position for an international scholar? [ ]  Yes [ ]  No  |
| If yes, are international health insurance costs, visa costs, and other related travel costs to be covered by the PDF or by the faculty sponsor? Please explain the arrangements: Click or tap here to enter text. |
| ***NOTE:*** *International PDFs will normally be eligible for Manitoba Health coverage if their work permit is at least 1-year long. For shorter work periods, international PDFs will not be eligible for Manitoba Health coverage and will require Health insurance from elsewhere.* |
| Special conditions applicable to the appointment; if any, please indicate: Click or tap here to enter text. |
| ***NOTE:***  *Office space is not a condition upon appointment (if available and may be shared). Please consult with your Department Chair/Faculty Dean to confirm availability or the Space Management Committee for any other requests.* |

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| **FUNDING SOURCE(S):** |
| [ ]  Funds paid from the faculty sponsor’s research grant(s)[ ]  Recipient of a fellowship paid through the UW payroll system *(attach a copy of award letter+)*[ ]  Supported by external funding source *(e.g.: Federal/Provincial government; award – attach a copy of authorization+)* |
| Please provide any additional details on funding sources. Click or tap here to enter text. |

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| **CHECKLIST (X):** *(All information below must be submitted to process the PDF appointment request for a Letter of Invitation)* |
| [ ]  After contacting your Human Resources Consultant, please indicate the PDF’s salary amount for this appointment: $Click or tap here to enter text.[ ]  Curriculum Vitae attached[ ]  Copy of award/authorization letter attached+[ ]  Research grant account #: Click or tap here to enter text. for the $230.00\* Employer Compliance Fee *(Applicable only to Other – Country of Citizenship)*[ ]  Research grant account #(s): Click or tap here to enter text. for payroll |
| ***NOTE****: If more than one account is being used for payment, please specify the order of use and the amount to be drawn from each account.* |
| [ ]  Department Chair Name: Click or tap here to enter text. | Signature:  |
| [ ]  Faculty Dean Name: Click or tap here to enter text. | Signature:  |