Vice-President, Research and Innovation



Revised: March 20, 2025

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

**Before completing this form, please contact your Human Resources Consultant to discuss and confirm the salary and benefits for this appointment. A minimum of 10 business days is required to review the form and documents, as well as to coordinate and process the Letter of Invitation, the Letter of Offer, or letters for renewals and extensions. Please note that the processing time may extend beyond 10 business days if additional information is needed. Failure to comply with the 10-day minimum may result in delays with hiring, and it could potentially impact the renewal or extension of your postdoctoral fellow.**

Afterward, 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 the signatures have been obtained, please attach a CV and all applicable documents to this form and forward it to the office of the Vice-President of Research for final approval for a Letter of Invitation to be issued. **Once the *Letter of Invitation* is signed, an employment *Letter of Offer* will be issued by Human Resources to complete the PDF appointment.**

**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 Postdoctoral Fellow is a non-Canadian, HR 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.**The faculty sponsor must provide ample time for the processing of international Postdoctoral Fellows. Normally, at least six (6) months of lead time is suggested to ensure that all documents are in place*. **The HR Immigration Consultant will provide the visa processing dates, which will determine the official start date of the appointment. You should consult with the HR Immigration Consultant for further information.** |

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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. |
| **Postdoctoral Fellow appointments are expected to be full-time and normally not less than one year.**  *If the requested appointment is under 12 months, it may be considered if funding from agencies stipulates shorter durations. Please attach the award/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 postdoctoral 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 received in order for the PDF request for a Letter of Invitation to be completed)* |
| [ ]  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:  |