



FACULTY OF HEALTH

Post-Doctoral Fellowship **EMPLOYEE** Appointment Checklist

by Dr. Karlee L. Bamford, Version 1.0 [09.05.2023]

A post-doctoral fellow (PDF) employee is a PDF whose salary is paid via a grant account held by the supervisor at Dalhousie. The PDF employee is paid with funds secured by the supervisor and not the PDF themselves (e.g., Mitacs Accelerate PDF funding, Tri-Agency grants, non-Tri-Agency grants, research contracts etc.). *PDFs who have secured fellowship funding in their own name are considered PDF scholars regardless of whether or not the funding is paid via a Dalhousie research account created to hold their fellowship, via FGS, or is paid directly by the funding agency to their personal bank account (e.g., Banting, Killam, NSERC/SSHRC/CIHR, Donald Hill Family, and Mitacs Elevate fellows etc.).*

Letter of Offer (1 attachment):

- Prepare a letter (Dalhousie logo is required) using the standard template for an appointment for a Post-Doctoral EMPLOYEE Fellowship found on the [Dal HR Post-Doctoral Fellows SharePoint site](#)
- Send the draft letter to the Faculty of Health's Director, Research for signature from the Dean

Payroll (1 attachment):

- Complete a Post-Doctoral Payroll Profile form found on the [Dal HR Post-Doctoral Fellows SharePoint site](#) (a research account **must** be indicated on the form).
- Principal Investigator/Supervisor signs on the designated line.

CV (1 attachment):

- Obtain a copy of the Post-Doctoral Fellow's up to date CV. The CV **must** clearly state the year in which the PhD was awarded. (*The post-doctoral fellowship cannot begin until this proof has been provided to HR.*) The PhD has to have been awarded in the last 6 years, or an MD awarded in the last 10 years.

Submit the employment package:

- Ensure the package containing the above **3** attachments and is submitted to Academic Staff Relations in HR (academic.staff.relations@dal.ca) before the [payroll deadline](#) of the month in which the post-doctoral fellowship payments are to begin. *Earlier is always better.*

Changes to an existing Post-Doctoral Fellow Employee: If extending the contract, terminating the contract early, changing the account from which the PDF is paid, or notifying Payroll of a leave of absence, etc. send the following documents to Academic Staff Relations in HR (academic.staff.relations@dal.ca):

1. PDF Change Form (with the **PI's original signature**, form available on the [Dal HR Post-Doctoral Fellows SharePoint site](#)).
2. Letter of offer (if applicable). A new letter is required if extending a contract for 3 months or more, and must be signed by the Dean.
3. International Post-Doctoral Form (if applicable).
4. A copy of the work permit (if applicable).