Engaging or Renewing a Postdoctoral Researcher
University Policies

Faculty members who wish to engage a postdoctoral researcher are encouraged to review the Revised Engagement Details on the Vice-Provost’s website and also to become familiar with the official policies for postdoctoral researchers established by Governing Council.

Best Practices
While the Vice-Provost’s office has established the ground rules for engaging a postdoc, there are a number of best practices for faculty and staff when engaging or renewing a postdoc.

1. Postdocs are understood to be fully engaged in their research. If funding is not available for a year or the research project itself will not be of long duration, a shorter fellowship period should be considered.

2. Postdocs should not be engaged prior to a successful defence although, in some instances, postdocs may be engaged prior to meeting all their degree requirements. Letters of engagement should stipulate that all requirements for the degree must be completed by a certain date (usually within six months of the start date of the fellowship); otherwise, the offer should be considered null and void.

3. Because of immigration issues, it may not be possible to engage international postdoctoral researchers prior to the completion of all degree requirements. In most cases, the Canadian embassy will issue a work permit only when the applicant can supply a statement from their home institution attesting to the fact that the individual has met all degree requirements. The point at which such a letter can be provided will vary greatly among institutions. U of T will issue such a letter only after a defended and corrected thesis has been submitted to the electronic repository.

4. Postdocs should be engaged with at least the minimum funding of $27,500. This funding may be obtained by the postdoc as an award or fellowship, through the supervisor’s operating grants, or through departmental funds (or any combination thereof). Postdocs must NOT be self-funded (i.e., here on their own private funds). Care must be taken to ensure that postdocs who have obtained funding from an external agency, inside or outside Canada, meet the minimum funding requirement in Canadian dollars. Money obtained through a teaching appointment should NOT be considered as part of the minimum funding amount.

5. In the case of an international postdoc whose engagement is renewed, OHIP will not be extended until the postdoc can produce the new extended work
permit. It takes at least four months from the application date to receive the new work permit, so renewal letters should be given to international postdocs as far in advance as possible. Postdocs can continue their research in Canada on “implied status” if they applied 30 days prior to the end date of their original work permit, but they may not be able to re-enter the country on such a status if they leave Canada during this period (e.g., for a conference or over the December holiday) or receive health care, as mentioned above.

Postdoctoral Registration System
All on-campus postdocs, regardless of the source of their funding, and all off-campus postdocs paid through U of T payroll, must be registered in the Postdoctoral Registration System (PRS). The person responsible for postdoctoral matters at the unit level (either the Financial Officer or Assistant to the Chair, Psychology UTSC) may access the database

Engagement Letters
Engagement letters will be generated automatically once all relevant information is entered onto the Postdoctoral Registration System (PRS). Once all signatures have been obtained (supervisor, chair, and postdoctoral researcher), confirm the engagement on the database. This step will initiate an exchange of information overnight between the PRS and UTORAUTH;UTORIDs will be assigned through this process.

Letters to obtain library access may be requested by postdocs the day following a confirmation in the PRS, up to one week ahead of the start date of the engagement. The engagement letters should not be adjusted! Our legal counsel has reviewed them carefully to make sure they contain appropriate information and language. Please email the Postdoctoral Office if you think a change is necessary.

Minimum Stipend
The minimum stipend is $27,500 plus the health benefit of $504 (single coverage for one year).

A copy of the engagement letter, countersigned by the postdoctoral researcher, should be forwarded to the Dean of the Faculty. These procedures apply for all postdocs who began their fellowship after January 1, 2008.

Engagement of International Postdoctoral Researchers
International postdocs must provide proof to the Canadian embassy from their home institution that they have finished their doctoral requirements. Postdocs who are unable to produce this proof may be unable to obtain a work permit.

More information for international postdocs is available under New to Toronto.
Registration at the Postdoctoral Office
Postdocs must visit the Postdoctoral Office to:

• enrol in the University Health Insurance Plan (UHIP) (if international);
• enrol in the Green Shield benefit (if paid through U of T payroll);
• pay the $200 annual registration fee; and
• obtain a letter to access University of Toronto Libraries' system.

Graduate units should not issue letters for library access, but should advise PDFs to visit the office after they have been confirmed in the database.

Teaching Appointments
Departmental chairs and faculty are requested to review the CUPE 3902 Collective Agreement prior to engaging a postdoctoral researcher.

Postdocs who undertake duties such as teaching responsibilities while engaged at the University will fall under the provisions of the collective agreement. Union dues will be deducted on earnings for the teaching portion of the postdoctoral activities. If teaching responsibilities are a requirement of an external grant or award, the postdoc would still fall under the CUPE 3902 collective agreement for the teaching portion of his/her engagement; in this instance, Labour Relations should be contacted regarding posting provisions. Please consult the CUPE 3902 Collective Agreement and/or contact Labour Relations (labour.relations@utoronto.ca) for further information.

Teaching appointments are separate from the postdoctoral engagement, and the remuneration from such appointments is not calculated as part of the minimum stipend amount.
Information required by Administrative Staff to generate Letter of Engagement

- Full name
- Date of Birth
- Gender
- Legal Status
  - Canadian Citizen
  - Permanent Resident
  - Work Visa
- Country of Citizenship
- Phone number
- Email address
- Permanent Address
- Mailing Address

- Academic Information
  - Institution Country
  - Institution Province/State
  - Institution
  - Degree Program
  - Degree Awarded Year

- Engagement Duration and Supervisors
  - Start Date
  - End Date
  - Supervisor contact info
  - Co-supervisor and contact info

- Funding Information
  - Did the PDF apply for any portion of the funding yes/no
  - Amount being provided by UofT (ie PI grants/fund, Dept funds, endowment funds)
    - Amount
  - Amount processed or paid through UofT that the PDF applied for and obtained from an agency
    - Amount
    - Agency name
  - Amount paid directly to the PDF that the PDF applied for and obtained from an agency
    - Amount
    - Agency name