

The Laurentian University

Policy on Postdoctoral Fellows and Visiting Scholars

(Revised March 12/04)

Preamble:

Laurentian University considers Postdoctoral Fellows and Visiting Scholars to be an important part of the University community who can contribute significantly to the institutional mission. Therefore, the University makes opportunities and facilities available to qualified scholars so that they can continue their advanced study and research under guidance of, or in collaboration with, Laurentian faculty. The University has a responsibility to offer Postdoctoral Fellows and Visiting Scholars some official status at Laurentian, to enhance the value of their experience, and to make services available to meet their needs. Laurentian University must also exercise due diligence in ensuring that Postdoctoral Fellows and Visiting Scholars on campus are known to the university community and they or their families can be reached in case of emergency. The University, in return, expects that Postdoctoral Fellows and Visiting Scholars will comply with University policies and regulations, and will recognize their affiliation with the University in their publications and in their participation in scholarly meetings. The School of Graduate Studies and Research is prepared to be the administrative unit that is responsible for Postdoctoral Fellows and Visiting Scholars at Laurentian University.

Definitions and Terms of Appointment:

A *Postdoctoral Fellow (PDF)* is defined as one who meets the following criteria:

- has been awarded a doctoral degree, or the foreign equivalent within the last 7 years;
- the appointment is temporary and supported by a fellowship, trainee-ship, or equivalent support for studies at the postdoctoral level;
- the appointment involves primarily full-time research or scholarship;
- the appointment is viewed as preparatory for an academic and/or research career;
- the appointee is pursuing a program of research and/or training under the supervision of a permanent Laurentian faculty member;
- the appointee has the freedom, and is expected, to publish the results of his/her research and scholarship during the period of the appointment with acknowledgment to Laurentian.
- the appointee has the endorsement of a permanent Laurentian faculty member (normally with whom he/she will be working or collaborating on research), by the department/program Chair

A *Visiting Scholar (VS)* is distinguished from a PDF in that they are not officially enrolled as students, nor are they employees of Laurentian University, but are receiving research training or are research peers of Laurentian faculty; often visiting from other universities and institutions. A VS is defined as one who meets the following criteria:

- is a scholar or researcher holding a doctorate or equivalent who wishes to pursue independent research or advanced study at Laurentian and is supported by an external research grant, fellowship or equivalent support, including research leave from his/her home institution;
- is a graduate student from another institution wishing to receive research training over a short period (normally less than one year) and is supported by an external research grant, fellowship, or equivalent support;
- has the freedom, and is expected, to publish the results of his/her research and scholarship during

- the period of the appointment with acknowledgment to Laurentian;
- has the endorsement and support of a permanent Laurentian faculty member (normally with whom the appointee will be working or collaborating on research), of the department/program Chair, the Faculty Dean and of the Dean of Graduate Studies and Research.

Appointment and Registration of Postdoctoral Fellows and Visiting Scholars:

Appointments of PDF and VS are made by the Dean of Graduate Studies and Research following consideration of a recommendation by a Laurentian faculty member. This recommendation must include the following:

- A letter of support, signed by the department/program Chair and Dean of the Faculty, recommending University appointment of the applicant as a PDF or VS at Laurentian and affiliation with their department/program for a limited term;
- A completed application form (available from the School of Graduate Studies and Research). The application requires information on:
 - the academic nature of the appointment and proposed research, co-signed by the applicant and the faculty supervisor (for PDF), or by the applicant and the faculty sponsor (for VS);
 - description of academic support to be provided by the host department/program (secretarial or technical assistance, office, research space, phone, fax, photocopying, etc.);
 - the duration of the appointment
 - the financial support (if any) available during the duration of appointment
 - personal contact information
- A curriculum vitae of the applicant.

The application must be signed by the department/program Chair, indicating agreement to the academic support indicated. Recommendations with the above noted information should be sent to the School of Graduate Studies and Research at least three months prior to the expected date of appointment for consideration by the Dean of Graduate Studies and Research. A copy of the application will also be forwarded to the Dean of the appropriate Faculty for review.

University Registration:

PDF and VS must officially register with the School of Graduate Studies and Research. Approved PDF or VS will be provided with letters of appointment from the Dean of Graduate Studies and Research and a package of information about the university and its academic policies (see Appendix I for details). Lists of the PDF and VS and their faculty supervisors/sponsors that are registered with the School of Graduate Studies and Research will be shared with the Department of Human Resources and with Laurentian Security. However, all copies of registration materials will be kept in the School of Graduate Studies and Research.

Services:

Upon registration, PDF and VS will have access to the various services and facilities offered by the University, including: library, research services, computer services, and access to athletic facilities and parking permits all at standard rates for university faculty. Health insurance (UHIP) programs are available at applicable rates, subject to citizenship status and funding.

Application of University Policies:

The established policies and regulations of Laurentian University apply to the responsibilities and activities of PDF and VS, including, for example, intellectual property (IP), research ethics, and harassment and discrimination policies. Intellectual Property rights for PDF with doctoral degrees will follow the principles outlined in the collective agreement between the Laurentian University Faculty Association (LUFA) and the University. The University reserves the right to terminate appointments of PDF or VS if breaches of University policy are demonstrated.

Remuneration and Financial Support:

It is understood that PDF or a VS can receive financial support from the University in various forms, such as research fellowships and part-time teaching positions (in accordance with terms and conditions of current collective agreements). When PDF and VS hold financial support from an external agency, the restrictions and regulations of these granting agencies must be observed. Rates of remuneration of PDF paid from the research grants of Laurentian faculty must adhere to the minimum salary ranges of federal granting councils (NSERC, SSHRC, CIHR).

Appendix I

Appointment & Registration of Postdoctoral Fellows and Visiting Scholars

Following review of a completed application for PDF or VS status at Laurentian, signed by the applicant, a permanent Laurentian faculty member (as supervisor for PDF or sponsor for VS), and the department/program Chair, a letter of appointment will be issued by the Dean of Graduate Studies and Research. The letter of welcome and appointment (copied to the appropriate Faculty Dean, and unit Director or Chair) will detail the duration of the appointment and any compensation/benefits to be paid by the University through HR-payroll. The letter will identify the School of Graduate Studies and Research as the administrative unit responsible for PDF and VS at Laurentian.

At the time of official registration with the School of Graduate Studies and Research, new PDF or VS appointments will be provided with a:

- Datatel number
- University calendar, and other general information about the University (as appropriate);
- Copies of University policies (e.g. Policy on Postdoctoral Fellows and Visiting Scholars, Harassment and Discrimination, Research Involving Humans, etc.).

Arrangements will be made for the PDF and VS to be issued an e-mail address and identification card. An updated list of PDF and VS on the Laurentian campus and their faculty supervisors/sponsors will be provided to the Department of Human Resources and to Laurentian Security at the end of each academic term. No copies of the application materials will be provided to these administrative units, but this information will be filed in the School of Graduate Studies and Research.

At the end of each term, the School of Graduate Studies and Research will review registration materials to determine which PDF and VS have exceeded the duration of their appointment. Once it has been verified that these individuals are no longer on campus, their university services will be cancelled.