******[Click here and enter department name]**

[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

We are pleased to offer you an appointment as a postdoctoral fellow at the University of Alberta in accordance with the terms set out below.

Should you accept this offer, your appointment will be governed by the Policies Governing Postdoctoral Fellows, which can be found at <https://www.ualberta.ca/research/support/post-doctoral-office/becoming-a-postdoc/policies-and-procedures>.

All postdoctoral fellows must be registered with the Postdoctoral Fellows Office. Information can be found at <https://www.ualberta.ca/research/support/post-doctoral-office/becoming-a-postdoc/arrival-registration>.

The specific terms of the appointment offer are:

1. Academic unit: [Enter academic unit]
2. Supervising faculty member(s): [Enter name of faculty member(s)]
3. Unit head: [Enter name of unit head]
4. Period of appointment: [Enter start and end date (minimum 3 month appointment)]
5. Full-time equivalent: [Enter full-time or part-time appointment]
6. Stipend: $[Enter stipend]per annum
7. Source of funding: [Enter name of funding source]
 During the term of this appointment, the source of funding may change. If such a change occurs, you will be provided with written notice in due course.
8. Description of research activities: [Describe in one paragraph or more the research activities the postdoc will be involved in]
9. Office Location:  [Enter office location]
10. Benefits:
11. Paid leave: [Enter number of weeks] paid leave after one year from your appointment date. This time should be taken prior to the end of your term at a mutually agreed upon time. Paid leave for time not taken is not paid upon termination.

b) Health: You and your dependents will be provided with a moderate dental and supplemental health benefit package paid for by your supervising faculty member.

If you are residing in Alberta for 12 months or longer you must be covered by the Alberta Health Care Insurance Plan.

For information on health coverage, refer to <https://www.ualberta.ca/research/support/post-doctoral-office/pay-benefits>

Unless specified in the funding agency's policies, there are no other benefits entitlements other than those outlined above.

1. Termination

The appointment shall be subject to a period of assessment of 3 months from the appointment start date. At the end of this 3-month period, if either party concludes this relationship is ineffective, they may terminate the appointment.

If, for whatever reason, you are absent from your appointment for a period of 7 business days and have not contacted your supervisor advising them of the reason for your absence the University may terminate your appointment.

If the Source of Funding is cancelled, the University will make reasonable efforts to secure alternative funding. If the University determines that it cannot secure alternative funding, the University may terminate this appointment upon written notice to you. Termination in such a circumstance will take effect on the later of two months from the date of the termination notice or upon the expiry of the original Source of Funding.

In all cases of termination by the University, you will not be entitled to payment of any stipend beyond the date of termination.

1. Teaching

If you are permitted, by your supervising faculty member(s), to formally teach the maximum load is one full course per term (3 course weights) for which you will receive additional remuneration. Your teaching salary will be subject to withholding by the University for Canada Pension Plan (CPP) and Employment Insurance (EI) and WCB.

1. Acceptance

To indicate your acceptance of these arrangements, I would ask you to sign a copy of this contract and return it to [Name of faculty member] by [Date to be returned]. If you have any questions regarding this offer of appointment, please do not hesitate to contact [Name of faculty member] at [email or phone].

This offer is expressly contingent upon the University receiving regular confirmation, if required by Service Canada, of your continuing eligibility for your postdoctoral appointment in Canada. Loss of confirmation of immigration status (Canadian work permit or Canadian permanent residence) will render this offer null and void.

We look forward to you joining the [Enter academic unit] at the University of Alberta.

Sincerely,

Supervising Faculty Member Unit Head

I accept this offer of appointment as set out in this letter. I acknowledge that I have read and agree to be bound by the Policies and Procedures Governing Postdoctoral Fellows as posted on the PDF website at <https://www.ualberta.ca/research/support/post-doctoral-office/becoming-a-postdoc/policies-and-procedures>.

Signature Date

Original to: Postdoctoral Fellows Office

Revised October 01, 2018