

<DATE>

APPROVED BY:

<NAME>  
<MAILING ADDRESS>

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Dr. Fiona Smail, Professor & Chair  
Pathology and Molecular Medicine

Date: \_\_\_\_\_

Dear <NAME>:

**RE: Postdoctoral Fellowship Appointment**

It is my pleasure to offer you a Post-Doctoral Fellowship in the Department of Pathology and Molecular Medicine at McMaster University. This offer is subject to your acceptance of the terms and conditions of employment set out below; these will make up your contract of employment with the University should you accept this offer, and are intended to continue to apply to the duration of your appointment, unless they are modified in writing.

Please read this letter carefully and indicate your acceptance by signing and returning one original copy to me on or before <DATE>; please note this offer expires after this date.

**Only include this paragraph if Work Permit/Visa is required** You are responsible for obtaining the necessary documentation for admission to Canada, and the right to work at McMaster University. You should contact the nearest Canadian Consulate as soon as possible in order to arrange for the appropriate Visa/Work Permit for your entry into Canada. You will have to show them this letter and; if you require any additional documentation from the University, please let me know. This offer is made on the condition that, on or before < DATE>, you will obtain all necessary documentation and clearances to enable you to enter Canada and work at McMaster. If you are unable to do so on or before <DATE>, this offer and any acceptance of it by you will be null and void.

This Fellowship is offered beginning <START DATE> and ending on <START DATE>. Your Faculty supervisor will be < NAME(S) of SUPERVISOR(S)>.

**Include here a detailed description of the area or topic of advanced study in which the Fellow will be working.**

**Also include a detailed description of the University's requirements, if any, with respect to teaching obligations that are part of the PDF, and the remuneration therefore, if any, that will be paid in addition to the salary noted below. If compensation for teaching is included within the stated salary, then please make sure to explicitly note this in this section of your letter.**

**\*\*\*NOTE:** If teaching assignments are not included as a requirement of the Fellowship appointment, then any teaching of a degree credit course will place this person in the CUPE Sessional Lecturer Collective Agreement. The Collective Agreement contains, among other things, job posting requirements, minimum pay requirements for teaching, and a requirement that union dues be deducted from that pay. Therefore, please confer with Human Resources Services in advance of making any such offer if you are unsure about the implications of teaching obligations.

You will be paid the gross amount of \$<GROSS ANNUAL SALARY> annually, less all applicable statutory deductions and remittances; these will include deductions for the mandatory government deductions for income tax, Canada Pension Plan contributions and Employment Insurance premiums. (For further information regarding the mandatory government deductions, you may wish to review the information provided by the Canada Revenue Agency at <http://www.cra-arc.gc.ca/tax/business/topics/payroll/menu-e.html>).

As your appointment is less than one year in duration, you are not eligible for vacation leave, but in addition to your regular salary you will be paid 4% vacation pay with each pay.

**Include, if desired, OR DELETE (Inclusion is recommended):** During the term of your appointment, you will be expected to apply for any external funding for which you are eligible. Any external funding you receive will first be applied to payment of your salary. **Include details of all external monies paid directly to the Fellow and the applicable regulations**  
**Include ONE of the following. Please note that if moving expenses are to be covered, this is a Faculty, Departmental or Supervisory cost, and not a general University cost:**

You will be responsible for covering the costs of relocating to McMaster.

**OR**

You will be eligible to receive reimbursement for the cost of reasonable moving expenses to a maximum of \$3,000.00, upon your submission of invoices or receipts for such costs.

**Include, if applicable, OR DELETE:** The University will cover the cost of a reasonable economy class ticket to Canada.

Appendix "A" to this letter contains a summary of the benefits available to you as a Post-Doctoral Fellow at McMaster University, based on an appointment of less than 12 months. McMaster policies, directives and procedures apply to your employment with the University. All policies, directives and procedures may be viewed on the McMaster University website at <http://www.mcmaster.ca/policy/>.

Appendix "B" to this letter contains a list of the most pertinent policies; **particularly, I would draw your attention to the *Policy on Post Doctoral Fellows***. In addition to the McMaster policies and procedures, your employment at McMaster will be governed by the laws of the Province of Ontario and of Canada.

While it may seem odd to address the issue of termination before our relationship has begun, this is something about which both you and the University should be clear from the outset. Therefore, I have attached Appendix “C” to this letter, which sets out the terms on which your appointment may be terminated prior to the end date stated in this letter.

By accepting this appointment offered, you agree that this letter, along with all attachments, enclosures and policies referenced herein constitute the entire agreement between you and the University with respect to your appointment, and that there are no prior agreements, understandings, undertakings, representations or warranties, whether oral or written, between you and the University with respect to this appointment.

Finally, to receive regular biweekly salary payments, a biweekly timesheet recording your hours will have to be completed and submitted to me. The timesheet, along with a deadline submission page, will be given to you when you start your employment with me.

I am delighted at the prospect of your joining us here at McMaster University and have every expectation that your experience with us will be a positive step in your career. I hope that you will accept this appointment offer and look forward to your arrival at McMaster.

Sincerely,

<Supervisor >  
<Title >  
Department of Pathology and Molecular Medicine

Attachments: Appendices A, B and C

cc: Associate Vice-President and Dean of Graduate Studies – With Enclosures  
FHS Human Resources Office – With Enclosures

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**ACKNOWLEDGEMENT AND ACCEPTANCE**

I have read, understand and accept McMaster University’s offer of employment as a Post-Doctoral Fellow on the terms and conditions set out above and attached. I have been given the opportunity to obtain independent legal advice in connection with my acceptance of this offer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX A:**

### **Available Benefits**

#### **UHIP/OHIP:**

You will be responsible for enrolling in a Health Insurance Plan in Ontario. If you are, for any reason, ineligible for the Ontario Health Insurance Plan (OHIP), then you must enrol in the University's Health Insurance Plan (UHIP). The cost for UHIP will be covered by the University for up to 3 months – by which time you should have OHIP coverage. For Further information about UHIP, please refer to the UHIP website at <http://www.uhip.ca/>.

#### **Athletics and Recreation:**

You will be entitled to the same access as University faculty members.

#### **Centre for Leadership and Learning:**

You will be entitled to the same access to the Centre for Leadership and Learning as University faculty members.

#### **Computing and Communication Services:**

You will have an e-mail account and access to software for which the University owns site licenses.

#### **Library Services:**

You will be entitled to the same access and borrowing privileges at all University libraries on the same basis as University faculty members.

#### **Research Services:**

You will be entitled to the services that are available to University faculty members. This includes such things as the administration of operating grants and the negotiation of research contracts.

## APPENDIX B:

### **McMaster University Policies**

McMaster University has published and periodically amends and updates Policies, Directives and Procedures that are applicable to the terms and conditions of employment of all McMaster University staff and faculty. As an employee of McMaster University you are responsible for observing, and acting in accordance with, all such Policies, Directives and Procedures. Some of these have more specific application to the duties of certain jobs, or to certain situations. The University reserves the right to alter, amend, revise, revoke, or introduce new policies, directives and procedures as it deems appropriate from time to time.

Please review these Policies, Directives and Procedures, as a breach of any of them could result in discipline.

The following list highlights the most commonly referenced Policies, Directives and Procedures. Please consult with your supervisor should you have any question as to their applicability.

Contact Human Resources Services should you encounter any difficulty in accessing them on our Website, or should you wish to obtain a paper copy.

General Web link: [www.mcmaster.ca/policy](http://www.mcmaster.ca/policy)

#### **1. Academic**

<http://www.mcmaster.ca/policy/academic.htm>

- Academic Dishonesty / Ethics
- Courses / Teaching Excellence
- Examinations
- Heraldry, Ceremonials & Convocation
- Other

#### **2. Financial**

[http://www.mcmaster.ca/bms/BMS\\_Policies\\_Procedures.htm](http://www.mcmaster.ca/bms/BMS_Policies_Procedures.htm)

- Travel Policy and Procedures
- Policy on Relocation Expenses
- Dishonest or Fraudulent Activities Related to Funds or Property Owned by or in the Care of McMaster University, Statement of Policy Pertaining to
- Administration of Petty Cash Funds

**3. Health, Safety, & Security**

<http://www.mcmaster.ca/policy/hlthsafe.htm>

- Environmental Health & Safety Policy
- Eye Protection Policy
- Generic Fire Safety Plan
- Injury/Accidents/Occupational Disease, Reporting & Investigating
- Smoking in the Workplace and Public Areas
- Storm Emergency Policy and Procedures

**4. Human Resources – General**

<http://www.workingatmcmaster.ca/link.php?link=policy%3Ahrs-pol-hrs-policies-page>

- Conflict of Interest Policy for Non-Academic Staff and Academic Administrators
- Consulting and Freelancing
- Contributory Pension Plan for Salaried Employees
- Employment Accommodation Policy and Procedures
- Employment of Relatives

**5. Miscellaneous**

<http://www.mcmaster.ca/policy/miscell.htm>

- Anti-Discrimination Policy
- Inclusive Communications
- Sexual Harassment Policy and Procedures

**6. Research**

<http://www.mcmaster.ca/policy/research.htm>

- Intellectual Property Policy
- Research Ethics at McMaster University
- Procedures for Inquiries and Hearings Regarding Allegations of Misconduct in Research for Faculty, Staff and Postdoctoral Fellows at McMaster University.
- University Space and/or Equipment

**7. Services and Facilities (Computing and Information Services)**

<http://www.mcmaster.ca/policy/services.htm>

- CIS Managed E-Mail Terms and Conditions
- Code of Conduct for Computer & Network Users
- Software, Ethical and Legal Use Policy
- Web pages at McMaster University Terms and Conditions of Use For

## **8. Students**

<http://www.mcmaster.ca/policy/student.htm>

## **9. University Board, Senate Policies – Including Faculty By-Laws**

<http://www.mcmaster.ca/policy/ubrdsen.htm>

- Bill Pr7 - An Act Respecting McMaster University
- Board of Governors' By-Laws
- Directions - McMaster University
- Ethics for Senior Executive Officers, Statement of
  
- **Faculty By-Laws**
  - Faculty of Business
  - Faculty of Engineering
  - Faculty of Health Sciences
  - Faculty of Humanities
  - Faculty of Science
  - Faculty of Social Sciences
  
- **Senate By-Laws**

## **10. University Advancement**

<http://www.mcmaster.ca/policy/develop.htm>

## **APPENDIX C:**

### **Early Termination**

You may resign your appointment and terminate your employment with McMaster at any time prior to the stated end date of your appointment by providing 3 weeks' written notice of your intention to do so. Your written, signed notice must be provided to your Supervisor.

The University may terminate your employment at any time prior to the stated end date of your appointment, without notice, for just cause. In this regard, "just cause" includes such things as: dishonesty; theft; conviction for a criminal offence; a material breach of academic, business or research ethics; habitual neglect of material duties; a material breach of the University's policies and procedures; and, a material breach of the duties and responsibilities of your Fellowship.

In the absence of just cause, the University may terminate your employment prior to the stated end date of your appointment by providing you, in exchange for a full and final release, with 3 weeks' written notice of its intention to do so, or, at the University's option, pay in lieu of the 3 weeks' notice.