

UPDATES ON ENGAGEMENT OF POST-DOCTORAL FELLOWS
October 10, 2008

This memorandum provides recent updates to the University support for post-doctoral fellows.

NEW: Mandatory \$200 annual program fee

All on-campus post-doctoral fellows who receive their stipends through the University of Toronto are now required to be registered through the SGS Post-doctoral Office (<http://www.sgs.utoronto.ca/informationfor/postdoctoral.htm>). As of September 1st 2008 all post-doctoral fellows are required to pay a \$200 annual program fee which will cover administrative costs associated with the professional development program. The fee should be remitted to the SGS Post-doctoral Office either by cheque or cash by 31st December 2008.

NEW: Professional Development Program: 2008-09

To supplement the extensive training and mentoring that goes on through the interaction with the PDF's supervisor and the training programs developed at that level, the University has introduced a Professional Development Program for Post-doctoral Fellows administered through the SGS Post-doctoral Office which is available to all PDFs registered at the University of Toronto.

Post-doctoral fellows who participate in the Professional Development Program will be given an annual certificate of training detailing the components of the program completed each year. Further details of the program and how to document the training undertaken can be found at:

www.sgs.utoronto.ca/informationfor/postdoctoral/resources.htm#training

NEW: Parchment of Completion of Postdoctoral Training

All PDFs registered at the University of Toronto will receive a Parchment of Completion of Postdoctoral Training at the end of their term of engagement. The parchment will identify the dates of their term of engagement at the University and will be signed by the post-doctoral supervisor. The parchment will be initiated by the SGS Post-doctoral Office.

Copies of this memorandum, the Policies for Post-doctoral Fellows and the Revised Administrative Procedures for Engagement of Post-doctoral Fellows are available on the Provost's Website at: <http://www.provost.utoronto.ca/policy/postdoc.htm>

ENGAGING POST-DOCTORAL FELLOWS
January 1, 2008

In order to prepare Postdoctoral contracts, all contract information must be provided to the Chair's office at least one month in advance of the contract start date. Letters will be generated by the Chair's office, signed as required, and then confirmed with the SGS Post-doctoral Office.

In order to facilitate this, an online form has been developed so faculty can easily provide the office with the Postdocs' personal and engagement information. The form is located at: <https://forms.chem.utoronto.ca:676/department/postdocform/postdoc.htm>

Once the online form has been completed, the Postdocs' CV needs to be emailed to clerk@chem.utoronto.ca. We will generate the offer letter and contact you for signature. Once the letter is signed by the faculty member, we will then obtain the Chair's signature, then the Postdoc for signature. We will make the necessary copies and distribute as required.

The information to be provided to the Chair's office is essentially the same. However, these changes of significance should be noted:

1. The minimum stipend will be increased from \$25,000 to \$28,000 to include the cost of a basic health/dental benefit plan (approximately \$500 for single coverage).
2. A description of the training and professional development opportunities that will be provided to prepare the PDF for a full-time academic and/or research career must be indicated. (More information is provided on the online form.)
3. Confirmation through the SGS Post-doctoral Office is mandatory in order to activate University services such as email, library card and to enroll in any health/dental benefit plan.