



POSTDOCTORAL FELLOW POSITION APPROVAL FORM

Please read before completing this form

To Hire – Letter of Offer

Definitions:

Annual Compensation: The total budget, minus the estimated employer costs, that will be paid to the Postdoctoral Fellow.

Budget: The total monetary value committed to by the Supervisor, inclusive of approximately 21% estimated employer costs. *rate subject to change annually.

Estimated Employer Cost: Costs of CPP, EI, Health and Education Tax, Workers Compensation at current employer rates. *For a PDF who opts into the Brandon University Pension plan will affect the employer cost, also at the current employer rate.

Letter of Invitation: Initiated by the Supervisor and the Dean/Director, the Postdoctoral Fellow (PDF) candidate will receive this to apply for a work permit (as a non-resident of Canada), and a form to request the information for the IRCC Portal.

Letter of Offer: The formalized offer which is created once the Letter of Invitation and the PDF PAF have been fully executed.

PDF: Postdoctoral Fellow

Source Deductions: Mandatory CPP, EI, and Income Tax deductions will be made from the PDF's pay. BU pension plan deductions will be optional.

How to proceed with requesting a Letter of Offer?

Once the Supervisor has provided a Letter of Invitation to the successful applicant, the following steps must be completed:

The Supervisor prepares and signs **Postdoctoral Fellow Position Approval Form (PAF)**. The form **must** be signed by all five required signatories (Dean/Director, Research Accountant, Vice-President (Research & Graduate Studies) and Associate Vice-President, People & Talent) before a Letter of Offer will be prepared.

The Research Accountant must provide budget approval before the PAF can advance for VP (RGS) approval. This ensures the required funds are available and committed to this Fellowship. They will also provide the correct budget code(s)/account number(s) being charged. The Supervisor is responsible for monitoring their budget and ensuring funding availability throughout the term of the PDF.

To secure all signatures, the package must have the required documents attached, including:

1. Candidate Application (CV) – **required**
2. Official transcripts and/or copy of degree
3. Immigration information – **(if applicable)**



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Annual Compensation

To calculate annual compensation, please use the following formula: **Annual Compensation = Budget – Estimated Employer Cost**

Ex: Your Budget is \$50,000

$\$50,000 - (\text{Budget} / 1.21) = \text{Estimated Employer Cost}$ ex: $\$50,000 - (50,000/1.21) = \$5,357.14$

When the complete package has been received with all required signatures, HR will then produce the Letter of Offer. Please allow 2-4 days from the time the completed request has been received in HR to the time of Letter of Offer generation.

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TO HIRE – LETTER OF OFFER	
Name:	
Address:	
Email:	
Department:	
Position Title:	
Type of Appointment: Full-time ☐ Part-time ☐ (FTE: _____)	
Name of Supervisor:	Budget Codes(s)/Account Number(s): <i>(If assigned multiple budget codes, please assign a percentage)</i>
Start Date:	End date:
Total funds available and committed by Supervisor:	
Additional provisions to be noted in Letter of Offer:	
Annual Compensation for letter of offer: _____ <i>*see calculation example on instruction pg.</i>	To be paid Bi-Weekly

Documents Included with Package.	Please attach all documents – <i>check boxes that apply</i>	
Immigration Information, <i>if applicable (e.g. work permit & SIN)</i>	CV	Transcripts and/or copy of degree
Letter of Offer Approval:		
1. Supervisor: <i>*By signing off on this form, the Supervisor is committing the budgeted funds to this assignment.</i>	2. Dean/Director	3. Research Accountant
	4. Vice-President (Research & Graduate Studies)	5. Associate Vice-President, People & Talent