

Policies, Procedures and Guidelines

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Policy Number (if applicable): n/a

Approved by:

McMaster;

- (ii) the appointment is temporary, normally **not**exceed 6 years, including renewals;
- (iii) the appointment, normally full-time, involve substantial research or scholarship, and may also involve some teaching (normally 3 or 6 units in any year, but in any case no more than 9);
- (iv) the appointment is viewed as preparation an academic and/or research career;
- the appointee works under the supervision of a faculty mentor in the University or at one of its affiliated hospitals;
- (vi) the appointee has the freedom to publish results of her or his research or scholarship during the period of the appoint, and is expected to do so, when appropriate in conjunction with the faculty supervisor, while respecting the norms of the discipline and giving due considerent to intellectural property issues.
- 2. Steps to Obtain a Postdoctoral Position at McMaster University
 - (i) An applicant must directly contact a rescher who shares his or her research interests. This research must have the potential toct as a mentor/research supervisor, and in some cases an immediastearch supervisor. Please note that the office of the Associate Vice-President Dean of Graduate Studies cannot provide assistance until amplicant has an identified mentor / research supervisor.
 - (ii) Each applicant will need financial upport. A Postdoctoral position may be funded by an external agency (usuallyough a competition), or through the University via a mentor/supervisor.
 - (iii) Once financial support has been arranged, a faculty member has agreed to supervise the postdoctoral fellowship, the supervisor/mentor will arrange for the department to issue a letter of appointment as a Postdoctoral Fellow.
 - (iv) Once an applicant has accepte offer of a Postdootal position, the Chair of the Department/Program will arrange a meeting with Human Resources Services to initiate the Fellow's formal introduction to McMaster.
- Appointment and Registration of Postdoctoral Fellows

Appointments of Postdoctoral Fellows are made by the Chair of a Department (or equivalent) following the submission of ecommendation from the host or sponsoring faculty member. The Office of the Associate Vice-President and Dean of Graduate Studies maintains templates of appropriative is of offer. One copy of the appointment letter will be sent to the Associate Vice-Bident and Dean of Eduate Studies, whose office keeps a record of all Postdoctorall Eves, and a second copy will be sent to Human Resources Services. The letter will specify the following items:

- (i) the area or topic of admaed study in which the Fellow will be working;
- (ii) the level of financial support (or salary) from the academic unit and/or the host member of faculty, as well as the soundary external podoctoral fellowship paid directly to the Postdoctoral Fellow;



(iii) expectations with regard to teachiaged the level of remuneration for that



enrolment in the Universities ealth Insurance Plan (UHIR) mandatory. Health Inso Tf 2008

