# A Guide for Postdoctoral Fellows

THE UNIVERSITY OF BRITISH COLUMBIA

UPDATED July 2022

***We acknowledge that UBC's two main campuses are located on the traditional, ancestral and unceded territories of the Syilx (Okanagan) and xʷməθkʷəy̓əm (Musqueam), sel̓íl̓witulh (Tsleil Waututh) and sḵwx̱wú7mesh (Squamish) Coast Salish peoples, and that UBC's activities take place on Indigenous lands throughout British Columbia and beyond.***

# Welcome!

## Welcome from the Associate Dean, Postdoctoral Fellows

As Associate Dean, Postdoctoral Fellows, I am thrilled to welcome you to the UBC community. Our team at the Postdoctoral Fellows Office (PDFO) is committed to ensuring that postdocs have a positive experience at UBC. From a tri-annual Orientation that introduces you to the many facets of UBC to the numerous workshops and networking forums that the PDFO offers throughout the year, our goal is to help you succeed at UBC and to prepare you for your future career. The PDFO also works closely with the UBC Postdoctoral Association (PDA) to identify issues or concerns that may be addressed through advocacy or professional development programming. I welcome the opportunity to hear from you during your time at UBC and encourage you to embrace the university motto, "Tuum est" (It is yours). Make this time yours and please accept my best wishes for much success during your postdoctoral training.

**Dr. Mary De Vera**
***Associate Dean, Postdoctoral Fellows Office***

## Welcome from the Dean and Vice-Provost of the Faculty of Graduate and Postdoctoral Studies

I am most delighted to welcome you to UBC, one of the top universities in the world, and a leader in research and scholarship across a broad range of disciplines and interdisciplinary fields. We believe you will both benefit from and contribute critically to the rich intellectual and cultural community that is UBC.

The postdoctoral fellowship years are a time of intense and deepening scholarship, and of continuing preparation for the careers that lie ahead of you. UBC is committed to ensuring that your experience here is rewarding and productive, and one from which you emerge well-prepared for a successful career, enabling you to make continued positive contributions to our world. The Postdoctoral Fellows Office was established in 2010 to support postdocs to these ends throughout their time at UBC. This handbook is one of many initiatives by the PDFO, and helps ensure that you are well-informed and prepared to make the most of your time here. Please read it carefully, and take a look at the PDFO website to discover the range of information and services available. I personally recommend taking advantage of the numerous and highly-rated professional development opportunities offered through the PDFO, as they can be invaluable in expanding and enriching your understanding and competencies in areas critical for success, now and in the future.

Postdoctoral fellows are crucial contributors to the research enterprise of our university, and we are delighted you have chosen to join us. Once, again, please accept my warmest welcome and best wishes for a rich and rewarding experience invaluable in expanding and enriching your understanding and competencies in areas critical for success, now and in the future.

**Dr. Susan Porter**
***Dean and Vice-Provost, Faculty of Graduate and Postdoctoral Studies***

# The Postdoctoral Fellows Office (PDFO)

The University of British Columbia (UBC) established the Postdoctoral Fellows Office (PDFO) within the Faculty of Graduate and Postdoctoral Studies early in 2010. In this way, UBC formally acknowledges the key role to be played by Postdoctoral Fellows (PDFs) in achieving the goal of increasing the quality and excellence of UBC's research and scholarship.

PDFs are valued members of the UBC community and make an indispensable contribution to the research environment of the University. As researchers, they make significant contributions to their chosen field and in doing so raise the profile of themselves and UBC. As a member of a research group or as an individual researcher, they work under the general supervision of a faculty member and may assist with the supervision of graduate students.

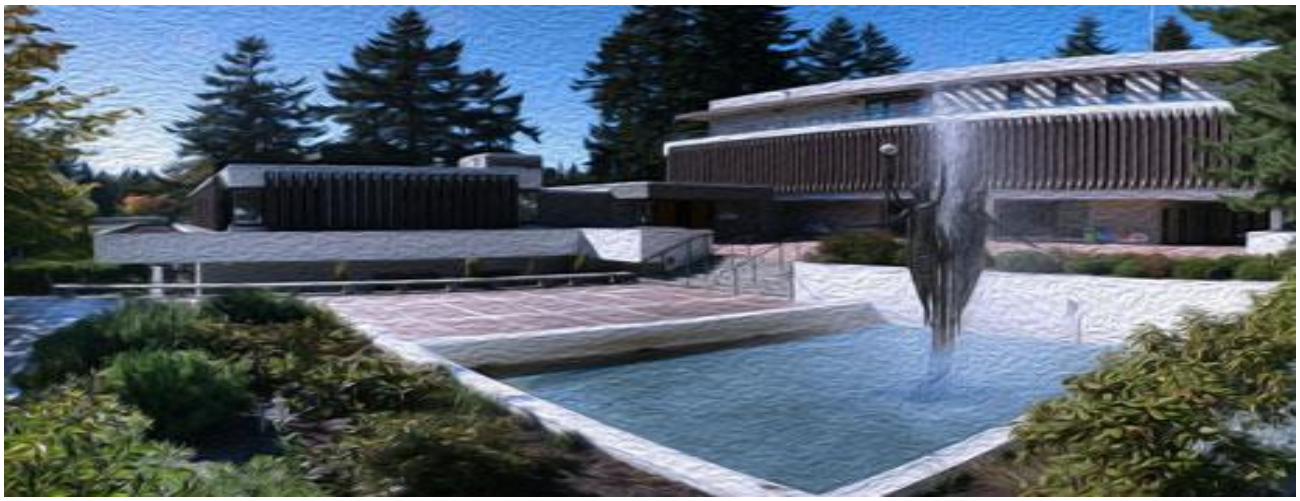
The PDFO is committed to enriching and supporting Postdoctoral Fellows during their time at UBC. Please visit the PDFO website for more information. Please feel free to contact the PDFO when and if you need to.

However, the PDFO does not work alone. To ensure an integrated approach to the support of PDFs, it works in close liaison with other groups across campus, including the UBC Postdoctoral Association (PDA), Postdoctoral Coordinators within your faculty, Faculty Relations, and the Housing and Relocation Services Office.

UBC is privileged to have received funding from the Killam Trust for the Killam Postdoctoral Fellowship Competition since 1967. In addition to providing funding for outstanding doctoral fellows, faculty researchers and teachers, UBC's Killam program provides two mentorship awards for the support of graduate students and two Research Prizes for outstanding Postdoctoral Fellows.

Much of the information in this resource guide is from the Central Human Resources website and is available on the PDFO Website. Please check these websites for more detailed information and to check for current language and developments. UBC operates according to policies, practices and procedures that may change from time to time. Contained herein are policies and resources pertinent to PDFs. PDFs may also be subject to additional policies that are specific to their Departments or funding agencies. The official University of British Columbia Postdoctoral Policy, contained in Policy AP10, can be found on the University Counsel website.

This handbook provides basic information and advice for prospective and current PDFs. It should facilitate your transition to UBC, and help to ensure that you have a satisfying and rewarding experience here. The PDFO hopes that as a result, you will receive the best possible preparation for the next step in your career.



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# Before You Arrive at UBC

## Questions to Ask when Choosing a Supervising Faculty Member

As a PDF at UBC, you will be associated with one or more faculty colleagues for the purpose of research collaboration. The supervising faculty member usually provides the resources needed to support the collaborative research activities.

A PDF who is appointed at UBC typically signs an employment agreement with the University. There are expectations on both sides. To prevent surprises, it is important that a frank discussion of the terms and conditions of an appointment takes place preceding any signatures. Below are some of the questions that should be asked of a supervising faculty member when considering a Postdoctoral Fellowship position[1]:

- What are the supervisor's expectations of the PDF?
- Will the supervisor or the PDF determine the research program?
- How many PDFs has this supervisor had? Where did they go afterward?
- Can I contact current and past lab members about their experience? – *Ask for email addresses or phone numbers*
- How will the relationship work? How much time will the supervisor have for mentoring? Will there be other mentors?
- How many others (grad students, staff, PDFs) currently work for the supervisor?
- What is the expected publication rate and to which journals? What will your role be on publications?
- What is the supervisor's policy on travel to meetings?
- What is the supervisor's policy on authorship and ownership of ideas?
- Will I have opportunities to practice grant writing? Oral presentations? Review of manuscripts?
- Will I have the opportunity to perform any teaching or mentorship?
- What will happen if I do not complete a project before I take another appointment?
- How long is financial support guaranteed? On what does appointment renewal depend?
- Can I count on help in finding my next position?
- Will the supervisor have adequate research funds to support the proposed research?

[1] Modified from *Enhancing the Postdoctoral Experience for Scientists and Engineering, A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies, National Academy Press, Washington, DC.* For the complete text see *The National Academies Press website*.

# The Appointment Process at UBC

Your appointment type determines the benefits you are eligible for and therefore, as a PDF, it is crucial to understand the nature of your appointment. The following section provides information on the different appointment types, how to apply for positions, what to look for when considering an appointment, and how appointments are processed.

## Appointment Types at UBC

Postdoctoral Fellows at UBC are individuals who are in training and work under the general supervision of a faculty member. Appointment as a PDF, according to UBC Policy AP10, is intended to be a temporary position that begins within five years of being awarded the Ph.D. degree or 10 years of being awarded the MD or DDS degree. Exceptions will be considered where the research career has been interrupted by circumstances such as parental responsibilities or illness.

The objective of a Postdoctoral Fellowship appointment is to contribute to UBC's research and teaching mission, to strengthen the PDF's skill set, publication record and CV, and to build a reputation that will enhance the PDF's opportunity to secure a more permanent position both within, and outside of, teaching and research. The PDF designations used at UBC are as follows:

- A **Postdoctoral Research Fellow** is a member of a research group or an individual researcher working under the general supervision of a faculty member, who may assist with the supervision of graduate students. Depending on the funding source, they may be appointed as an employee or as an award recipient.
- A **Postdoctoral Fellow is an *employee*** where the individual plays a key role on a research team under the direction of and funded by the supervising faculty member.
- A **Postdoctoral Fellow is an *award recipient*** where the individual is awarded a competitive fellowship from an external granting agency, which may or may not be paid through UBC, or receives financial support from a sponsoring agency. Award recipients do not have an employment relationship with UBC. They work independently under the mentorship of a supervising faculty member at UBC.

An additional appointment as a **Postdoctoral Teaching Fellow** is provided for formal teaching duties. Postdocs may be involved in both undergraduate and graduate lecturing, laboratory instruction, tutorials, and supervision of undergraduate projects.

## Appointment Procedure

All PDFs hold a formal appointment at UBC. The appointment process is followed regardless of funding source. Initial PDF appointments are typically made one year at a time, and are renewable up to 3 years (appointments may be renewable up to 5 years in total with the Dean's written approval).

The following documentation is required for all appointments:

- Current CV with education and experience
- Copy of the offer letter signed & accepted by the PDF
- Proof of legal entitlement to perform work for UBC
- For citizens or permanent residents of Canada, a Social Insurance Number (SIN) on the appointment form is sufficient.
- For foreign academics:
    - Copy of a valid work permit
    - Copy of SIN card application receipt (not required for unpaid appointments)
- For unpaid appointments where the SIN is not provided, a copy of one of the following:
    - Canadian passport
    - Birth certificate
    - CRA tax receipt showing SIN
    - Citizenship card

## Postdoctoral Fellow Offer Letter

Every postdoc receives an appointment letter, which must be signed by the Department Head or Director and the postdoc accepting the terms of the appointment. The letter sets out, in writing, the terms of the appointment. Along with the appointment letter, there is a welcome letter from the PDFO that contains information about getting settled at UBC as well as Orientation information offered by the PDFO.

## Renewal

Renewal requires an agreement between a PDF and the supervising faculty member. It is usually a matter of course if multi-year funding is in place and there are no issues regarding performance. Start discussions at least 6 months in advance to avoid surprises!

Supervising faculty members should give reasonable notice (usually 3 months) to a PDF on their intention to renew, or not to renew an appointment. Renewals must be confirmed in writing and a new offer letter must be signed for each renewal.

## Resignation

PDFs who wish to leave their position prior to the appointment end date should provide at least one month's notice in writing to their supervising faculty member. The notice period may be waived by the supervising faculty member.

# The PDF's Career at UBC

Each Postdoctoral appointment will be unique. The following sections provide a general idea of what to expect during your time at UBC. They outline basic terms of your postdoc appointment, processes and responsibilities. More information can be found on the Central Human Resources website.

## Orientation

The PDFO conducts a half-day Orientation for postdoctoral fellows. Orientation covers a range of important information and advice geared to help you and your families obtain the most from your PDF experience at UBC, and features presentations from units on campus including the VP Research + Innovation and Central Human Resources. Also, this will be an opportunity to get connected and to meet other PDFs from many different Faculties. For the date of the next Orientation for Postdoctoral Fellows, visit the PDFO website.

Faculty Staff Housing & Relocation Services at UBC can assist with the orientation to Vancouver and to campus life. The supervising faculty member, Department Head and Dean are responsible for orienting PDFs to the Department and Faculty. The supervising faculty member is responsible for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues. PDFs are generally regarded as individuals in training for advanced research and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them.

## The PDF & Supervising Faculty Member

The most important relationship to nurture and develop while at UBC is that between you and your supervisor. You succeed, they succeed. The University expects that the supervising faculty member/PDF relationship will be one of mutual respect and consideration.

The policies and practices of the University are designed to ensure equitable treatment of all Postdoctoral Fellows with a measure of consistency. However, written materials cannot cover every situation. The supervising faculty member has some latitude and discretion in handling individual situations as they arise. The University encourages individual growth. Postdoctoral Fellows are primarily responsible for their professional development. The supervising faculty member also has responsibility for the continuing development of the PDF and they are well-positioned to help determine how such development occurs within the University environment. Discussions should take place on how many and what meetings a PDF can attend, and with what frequency and under what conditions. The PDFO offers regular professional development workshops. Successful research will open opportunities for publications and presentations and further scholarship support.

## Conflict Resolution

UBC's official process for resolution of disagreements is found in Policy AP10, *Postdoctoral Fellows*.

Open and frequent communication between you and your supervising faculty member is the best way to avoid conflict. To resolve a disagreement between you and your supervising faculty member is to recognize it when it first arises, and collaborate immediately on finding a solution. If unresolved, disagreements should be brought to the attention of the head of your academic unit.

If further resolution is needed, contact your Faculty's PDF Coordinator, who can act as an impartial facilitator. PDF Coordinators for each Faculty can be found on the PDFO website.

The Faculty PDF Coordinator or the PDF may refer an issue to either the Postdoctoral Fellows Office at UBC Vancouver or the Dean, College of Graduate Studies at UBC Okanagan, whose decision on an issue will be final as per Policy AP10.

## Leaving UBC

If you are leaving UBC, whether prior to your appointment end date or at the end of your Postdoctoral Fellowship appointment, please connect with your department administrator about what may be required as part of the offboarding process. Things to address may include the return of keys or access cards, the return of any university-owned equipment (laptop, printer, software, supplies, etc.), the return of University credit cards, the removal of any signing authority, and the removal of any IT and/or system access.

In addition to the return of any university property and the removal of any IT or system access. Please consult with the Central Benefits team for information about the termination of Benefits, if applicable. Additional information about benefits upon leaving UBC is available on the Central Human Resources website.

The PDFO is not able to issue verification of appointment letters or certificates. Please consult with your department administrator if such a document is required.

## Job Search Resources

After your first position at UBC, you may move to another UBC PDF position, a position at another institution, or a position outside of the academe. The following websites may assist in your career search:

- For faculty positions at UBC, visit the Faculty Career Opportunities website and apply as indicated. For non-faculty positions at UBC, visit the Staff Career Opportunities website and apply as indicated.
- Lists of UBC postdoc positions as well as external positions is updated on the PDFO website, as and when received.
- Check faculties/departments of interest to see if there are any PDF positions available – each department has a list of faculty members and their research topics.
    - List of faculties & schools at UBC Vancouver
    - List of faculties & schools at UBC Okanagan
- A list of faculty members who are interested in having postdocs is available on the PDFO website and is automatically updated once a faculty member changes their preferences on their faculty profile.
- Positions can be found on a variety of online career databases including:
    - Nature Careers
    - EurAxess
    - Mendeley Careers
    - New Scientist Jobs
    - LinkedIn
    - JobRxiv
    - ResearchGate
    - University Affairs

## Professional Development & Career Opportunities

As a PDF at UBC, there are resources available to you to enrich your experience and allow you to get the most from your postdoctoral appointment. The PDFO hosts a variety of professional development workshops in the core areas of Academic Growth, Career Building, Leadership, Personal Effectiveness, and Personal Growth. Additionally, the PDFO offers several stand-alone sessions that are designed to complement these core areas. These sessions are offered regularly throughout the year at no charge to the postdoctoral community.

In addition to the professional development offerings provided through the PDFO, postdocs can access self-paced online training modules on a variety of subjects through LinkedIn Learning for UBC Faculty and Staff.

## *Foundations of Career Planning* Program

The *Foundations of Career Planning* Program is the PDFO's flagship professional development program. This three-part workshop program is designed to provide postdocs with the support and resources required to establish the foundations of a post-PDF career, whether in academia or in industry. By the end of the program, participants will have developed through self-reflection the foundations needed to structure a development plan, put together a professional portfolio, and navigate the interview and negotiation process.

## Postdoctoral Fellows Teaching Internship (PDTI)

In collaboration with the Centre for the Integration of Research, Teaching and Learning (CIRTL), the Postdoctoral Fellows Teaching Internship (PDTI) sees participants partner with a faculty mentor and work with their mentor to develop teaching philosophies, create individual teaching statements, and develop and deliver guest lectures over an academic term. The program is comprised of a three-day *Instructional Skills Workshop (ISW)* teaching intensive course and a *Teaching Internship*. In order to enroll in the PDTI, all postdocs must first complete the Instructional Skills Workshop. The PDFO and CTLT offer two postdoc-specific ISWs each year, and postdocs are welcome to attend Faculty ISWs as well.

## PDFO-SPARC Internal Review Training Program

In line with CIHR's Postdoctoral Peer Review Training Pilot Program to train and support PDFs as reviewers, the PDFO-SPARC Internal Review Training Program was co-developed between the PDFO and SPARC to integrate emerging scholars into SPARC's Internal Review process in order to enrich the PDF training experience and strengthen the competitiveness of UBC grant proposals. Over a series of 5 sessions, participants learn about the principles and policies guiding CIHR peer review, undertake a mock review, proposal evaluation, and participate in a peer review committee meeting and applicant discussion groups.

Information about the PDFO-SPARC Internal Review Training Program is generally released in spring via the PDFO website.

## Coaching @ UBC

Depending on your appointment, you may be eligible to access the Coaching @ UBC program. This program offers free 1-on-1 coaching services for up to six coaching sessions for the purpose of assisting participants with their personal and professional development. For more information and to check your eligibility for this program, you can contact Coaching @ UBC directly via email at coaching@hr.ubc.ca.

## Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination. The Equity and Inclusion Office works with campus partners to ensure adherence with *Employment Equity* (Policy HR10), *Discrimination* (Policy SC7), and the UBC Statement on the Respectful Environment.

The University's policy on discrimination and harassment addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related to discrimination or harassment, please bring them to the attention of the supervising faculty member or the Equity and Inclusion Office.

The University's statement on Respectful Environment for Students, Faculty and Staff addresses concerns an employee may have about personal harassment that does not involve prohibited grounds of discrimination covered under the Human Rights Code of British Columbia. Again, these concerns should be brought to the attention of the supervising faculty member or Head of Academic Unit for investigation and resolution in a timely manner.

## Incident Investigation and Support

The Investigations Office was created in 2018 to ensure that investigations into sexual violence, discrimination and harassment are guided by the principles of procedural fairness, confidentiality, respect and a trauma-informed approach. This office investigates complaints under Policy SC17 (Sexual Misconduct) and Policy SC7 (Discrimination). Reports and complaints may be submitted to this office via their website.

The IO serves both UBC Vancouver and UBC Okanagan campuses, and can be reached by telephone at 604 827 2060 or via email at investigations.office@ubc.ca.

## Sexual Violence Prevention and Response Office

UBC's Sexual Violence Prevention and Response Office (SVPRO) is a safe and confidential place for students, faculty, staff, and postdoctoral fellows who have experienced sexual violence, regardless of where or when it took place. This includes any attempt or act of a sexual nature without consent. All gender identities, expressions and sexualities are welcome. This office can help find a place to stay, coordinate workplace accommodation, explain reporting options, and go with you to the hospital, police, or court. You do not need to go to the hospital or make a police report to access their services.

- The **Vancouver** office is open from 8:30 AM – 4:30 PM Monday through Friday, and can be reached by telephone at 604-822-1588 or via email at svpro.vancouver@ubc.ca.
- The **Okanagan** office can be reached at 250-807-9640 or via email at svpro.okanagan@ubc.ca.

## UBC Policies and Procedures

Any research project carried out by a person connected with UBC and affiliated hospitals and research institutes must conform to the University Policies concerning research. These policies cover guidelines concerning the use of facilities, budget preparations, legal authority, use of ethical review committees, studies involving human subjects, animals and biological hazards, application signing, award administration, publication, patents and licensing, travel and entertainment, and conflict of interest.

All policies passed by the Board of Governors and currently in effect appear on the University Counsel website.

The following is a partial list of those policies that are particularly important to PDFs and their research at UBC:

| | |
|---|---|
| Policy AP10: | Postdoctoral Fellows |
| Policy FM2: | Purchasing |
| Policy FM8: | Travel and Related Expenses |
| Policy HR10: | Employment Equity |
| Policy LR2: | Research |
| Policy LR9: | Research Involving Human Participants |
| Policy LR11: | Inventions and Discoveries |
| Policy SC1: | Health and Safety |
| Policy SC3: | Conflict of Interest and Conflict of Commitment |
| Policy SC4: | Environmental Protection Compliance |
| Policy SC6: | Scholarly Integrity |
| Policy SC7: | Discrimination |
| Policy SC10: | Disaster Management |
| Policy SC14: | Acceptable Use and Security of UBC Electronic Information and Systems |
| Policy SC15: | Internal Audit, Investigations, and Financial Whistleblower |

# Research

The experience of each PDF varies throughout the University and is influenced by such factors as the academic discipline, the needs and obligations of the supervising faculty member, and the culture of the assigned lab or research unit. PDFs should take ownership of their experience, within the bounds of common sense and University policy, much as one would with life in general.

Universally accepted standards of academic achievement include publication of research in peer-reviewed academic journals, the advancement of intellectual property through patenting or licensing, and, in the Fine Arts, exhibitions, performances and media installations. PDFs should be appropriately recognized for their contributions to all of their respective products of research. Both the supervising faculty member and the PDF are ultimately responsible for rights and obligations under the policies on Research, Patents and Conflict of Interest. The supervising faculty member should advise the PDF of these responsibilities on their part at the beginning of their appointment. Therefore, PDFs themselves must become familiar with their obligations under UBC Policy SC6, *Scholarly Integrity*.

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the supervising faculty member, varies widely. Beyond the support offered by the supervising faculty member and academic unit, additional support and information about available research funding is available from the Office of Research Services.

VPRI units located on the UBC Vancouver campus

## Research Infrastructure

The Vice-President Research & Innovation Office and its portfolio units works with colleagues across our campuses and affiliated health authority research institutes to provide support throughout the research life cycle. This support includes identifying, securing and managing funding; ensuring the ethical conduct of research; providing shared research platforms; and helping researchers and their partners to generate social and economic impacts.

VPRI provides strategy and leadership for major initiatives such as the Research Excellence Clusters, and Innovation UBC. The Innovation UBC network fosters entrepreneurial learning, and partners with industry and the broader community to transform research into new products, policies and practices that improve lives around the world.

## Research Advisors

Selected UBC faculty members are appointed by the Office of the Vice-President Research & Innovation to represent UBC before each major federal funding agency (SSHRC, NSERC, CIHR and CFI). These faculty members work closely with researchers to ensure that information is disseminated and initiatives are developed to provide support for research and scholarship.

Canada Foundation for Innovation (CFI)

Advisor: Dr. Leonard Foster

Phone: 604-822-8311

Canadian Institutes of Health Research (CIHR)

Advisor: Dr. Liisa Galea

Phone: 604-822-6536

Natural Sciences & Engineering Research Council of Canada (NSERC)

Advisor: Dr. Purang Abolmaesumi

Phone: 604 827-4741

Social Sciences & Humanities Research Council of Canada (SSHRC)

Advisor: Dr. Lisa Sundstrom

Phone: 604-822-6331

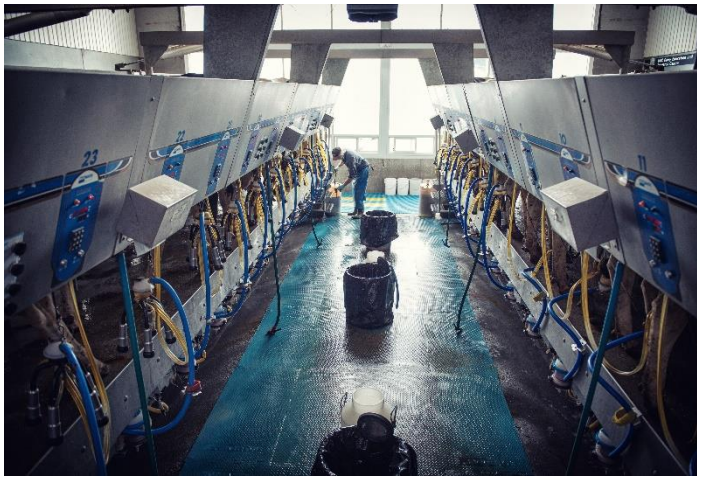
## Research Ethics

UBC policy requires that certain research conducted at the University or its affiliated hospitals, or conducted by UBC faculty, **must** be reviewed by a UBC Research Ethics Board or Committee. Research that must be reviewed and approved before the research starts, and before research funding can be released, includes:

research involving animals; research involving bacteria, viruses, plasmids, recombinant DNA, animal tissues (including human blood, fluids, tissue) or other biohazards; and research involving human subjects, including human tissue or bodily fluids, and human stem cells.

Research involving human participants at UBC must adhere to the provisions of the Tri-Council Policy Statement, 2nd Edition (TCPS 2) and all researchers conducting studies involving human participants are required to complete the TCPS 2 online tutorial.

Postdoctoral research is conducted under the auspices of a Faculty Advisor, who is the named Principal Investigator (PI) for the research. The PI accepts ultimate responsibility for ethical conduct of the research. You will be named as a co-investigator in the application.



All research ethics applications must be submitted online through the Research Information Systems (RISe) system, a secure online system that enables researchers to submit Conflict of Interest or Conflict of Commitment (COI/COC) declarations, and applications for ethical review of studies with human or animal subjects. All of the ethics forms including applications for approval, amendments and renewals are accompanied by extensive guidance notes. These can be accessed through links in the application and other forms; we strongly recommend you refer to them in the event that you have questions concerning how to complete your application or post-approval form.

The **Office of Research Ethics** oversees and manages the processes of reviewing and monitoring research involving human participants, and US financial conflict of interest. The research ethics office provides information on which of the six research ethics boards researchers should submit to based on the nature and site of the research

## Office of Research Services

RISe Support Desk – 604-878-RISE (7473)

General information – 604-822-8581

## Ethical Review Committees & Boards

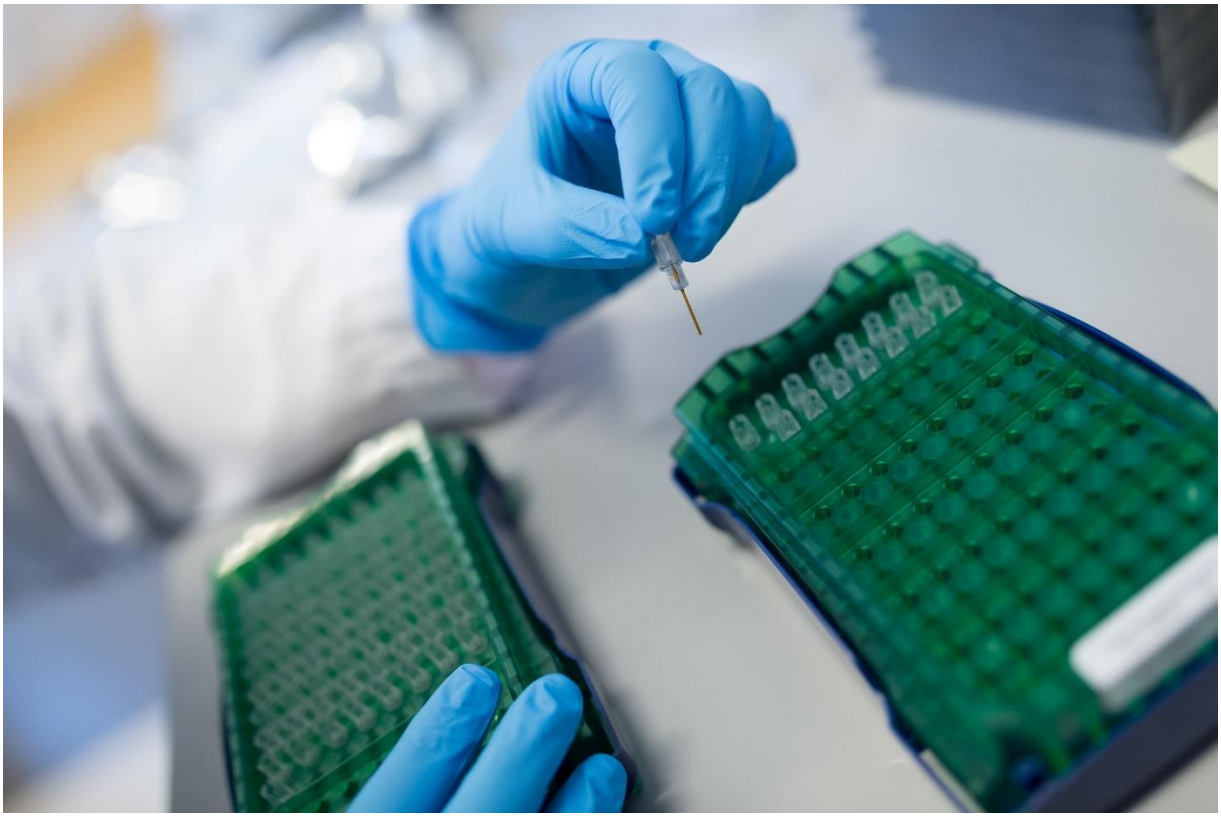
It is important that your application be submitted to the correct ethics committee or board, to avoid delaying the review process. The ethical review committees and boards at or affiliated with UBC include:

### Animal Care and Use Program

The UBC Animal Care and Use Program is a University-wide program covering all UBC persons who work with animals in research and teaching. It consists of the Animal Care Committee and Animal Care Services and delivers training, facilities, veterinary services, protocol submission and monitoring. Research and teaching involving the use of animals at UBC must adhere to the UBC Animal Care Committee and Canadian Council on Animal Care guidelines.

### Affiliated Health Authority Research Institutes

UBC operates academic space at the Vancouver Coastal Health Research Institute (VCHRI), BC Children's Hospital, BC Women's Hospital and Health Centre, the BC Cancer Agency, the BC Centres for Disease Control, and Providence Health Care. UBC faculty working at these affiliated institutes can access support services from the Point Grey campus, as well as the considerable resources through their home sites. These services include research ethics review and grant facilitation, and support from ORS to coordinate institutional signatures during major funding competitions.



## The University-Industry Liaison Office

UBC's University-Industry Liaison Office (UILO) enables research and innovation partnerships between the UBC research community and industry, entrepreneurs, government and non-profit organizations. Through building ongoing, multi-faceted partnerships, the UILO supports the Canadian innovation ecosystem and helps UBC to:

- Increase the quality and impact of its research and scholarship
- Be a world leader in technology commercialization and mobilization
- Provide enriched educational experiences

The UILO supports interaction between the University and industry and other community partners in many different forms, including research partnerships that investigate areas of mutual interest, the commercialization, distribution and dissemination of research outputs, and the development of entrepreneurial talent and new ventures.

### Core Services

- Industry, Government and Non-profit Partnerships
  The UILO negotiates, drafts and administers industry-sponsored research and government and non-profit contracts and agreements for The University of British Columbia, and undertakes many of these tasks for UBC's Affiliated Hospitals. It also works to create and nurture ongoing, multi-faceted relationships with industry partners.
- Technology Transfer
  The UILO works with researchers to assess the potential impacts of their research outputs, and to find suitable partners, licensees, stakeholders, influencers or investors to implement, develop, commercialize or otherwise advance these outputs and maximize their academic, societal, economic and financial impacts.

The UILO collaborates with researchers to understand their research, goals and priorities; develop strategies to maximize the impact of innovation at UBC; and build lasting relationships with industry and other technology receptors.

UILO staff is available to provide presentations on collaborative research, attracting sponsored research funding, intellectual property issues, technology transfer and spin-off company creation and support.

### Contact information:

- General enquiries – 604-822-8580
- See the UILO website for faculty-specific and research agreement-specific contacts

# Teaching

PDFs are a much-valued intellectual resource of the University. Therefore, both undergraduate and graduate teaching programs benefit from PDF participation. PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, and supervision of undergraduate projects, and assisting with the supervision of graduate students.

In some academic units, Postdoctoral Teaching Fellows may be hired outright. However, it is recognized that PDFs who are hired without a teaching assignment may wish to obtain teaching experience. PDFs with a desire to participate in teaching should discuss these desires with their supervising faculty member and with the Department Head. In cases of formal assignment of teaching duties, the PDF will receive an additional appointment as a Postdoctoral Teaching Fellow. In advance of making this type of appointment, postdocs should be aware of any granting agency restrictions on the amount of teaching that can be assigned to the PDF. Minimally, PDFs should offer to give guest lectures and seminars in their area of expertise. These contributions greatly expand awareness of what the PDF does and who they are.

# Getting Paid and Hours of Work

## PDF Remuneration

Remuneration for PDFs vary and is governed by the regulations of granting agencies and in the case of employees the BC Employment Standards Act. Where no specific salary/remuneration is mandated, compensation is based on their relevant experience and responsibilities. The salary is established by the supervising faculty member following consultation with the PDF, and with due consideration of experience and of the governing regulations of any granting agencies and the BC Employment Standards Act. At the discretion of the supervising faculty member, total compensation may exceed the regulated maximum of a single granting agency, provided that other sources of funding are available and the granting agency allows additional compensation. Given the short-term nature of the appointment, salaries are not normally reviewed mid-term.

### Payroll Information

Upon hire as a UBC employee, a task will arrive in the employee's Workday Inbox to complete payment and benefit elections. For direct deposit, you will require an account at a Canadian bank, credit union or trust company. Each offers several types of accounts and services; interest rates and service charges vary. To open an account, you will need two pieces of identification one of which must be picture ID. A passport is generally accepted along with a major credit card, driver's license, BC Medical Services card, or birth certificate.

Several financial institutions are located in the UBC & Wesbrook villages near campus, within the AMS Student Nest, and at West 10th Ave and Sasamat just off campus, including the Royal Bank, Bank of Montreal, TD Canada Trust, CIBC, HSBC, Scotiabank, and Vancity. Automated Teller Machines (ATMs) can be found in the AMS Student Nest and at various other campus locations.

Pay cheques will be directly deposited twice a month, on the 15th (or the nearest working day before the 15th) and the last working day of the month. To view or print pay stubs, log into Workday, from the landing page select the Pay worklet.

If you have questions about your paycheque, contact Payroll directly through the Integrated Service Centre (ISC).

## Statutory Deductions

Any earnings paid by Canadian Sources are subject to the regulations set out by the Canada Revenue Agency (CRA).

By law, statutory deductions withheld at source from the regular salary are Canada Income Tax, Canada Pension Plan (CPP) and Employment Insurance (EI).

By law, you must file a yearly tax return before April 30th. An income tax slip (T4 or T4A) is issued to you prior to the end of February each year, and is accessible from Workday, on the landing page choose the Pay worklet and click the My Tax Documents. You will need this to file your tax return. Contact a financial advisor or the Canada Revenue Agency if you want tax and financial information. Check the CRA website for a self-directed online course on Learning About Taxes, this online course will explain the fundamentals of the Canadian tax system and how to file a tax return.

Questions about paying income tax in Canada? Refer to CRA's information for non-residents or contact the International Tax Services Office:

- Calls from Canada and the US: 1.800.267.5177
- Calls from outside Canada & the US: 1.613.952.3741

** Collect calls are accepted **

## PDFs Earnings Codes

Normally PDFs are either paid from a fellowship or from their supervisor's grant. If a PDF is in receipt of their own fellowship earnings, the correct earnings code is Faculty Fellowship if paid through UBC and External Funding if paid directly from the funding organization). If a PDF is paid from a supervisor's grant, the appropriate code is General Salary Plan. The distinction is important because there are implications for taxation, payroll deductions, and benefits deductions.

Problems arise if the earnings are incorrectly coded and this could potentially result in fines being incurred from the Canada Revenue Agency (CRA).

The following table lists the differences between earnings codes for taxation and deductions:

| | General Salary Plan | Faculty Fellowship | External Funding |
|---|---|---|---|
| **Taxes** | Yes | Yes | Yes (Self-Reported) |
| **Tax Slip** | T4 | T4 | No |
| **CPP** | Yes | Yes | No |
| **EI** | Yes | Yes | No |
| **WCB*** | Yes | Yes | Yes |

*Please note that WCB deductions are paid by UBC for both regular and fellowship earnings.

## Hours of Work

A PDF may not have a strictly defined work schedule and is dependent on the nature of research. Therefore, flexibility in hours and commitment may be required.

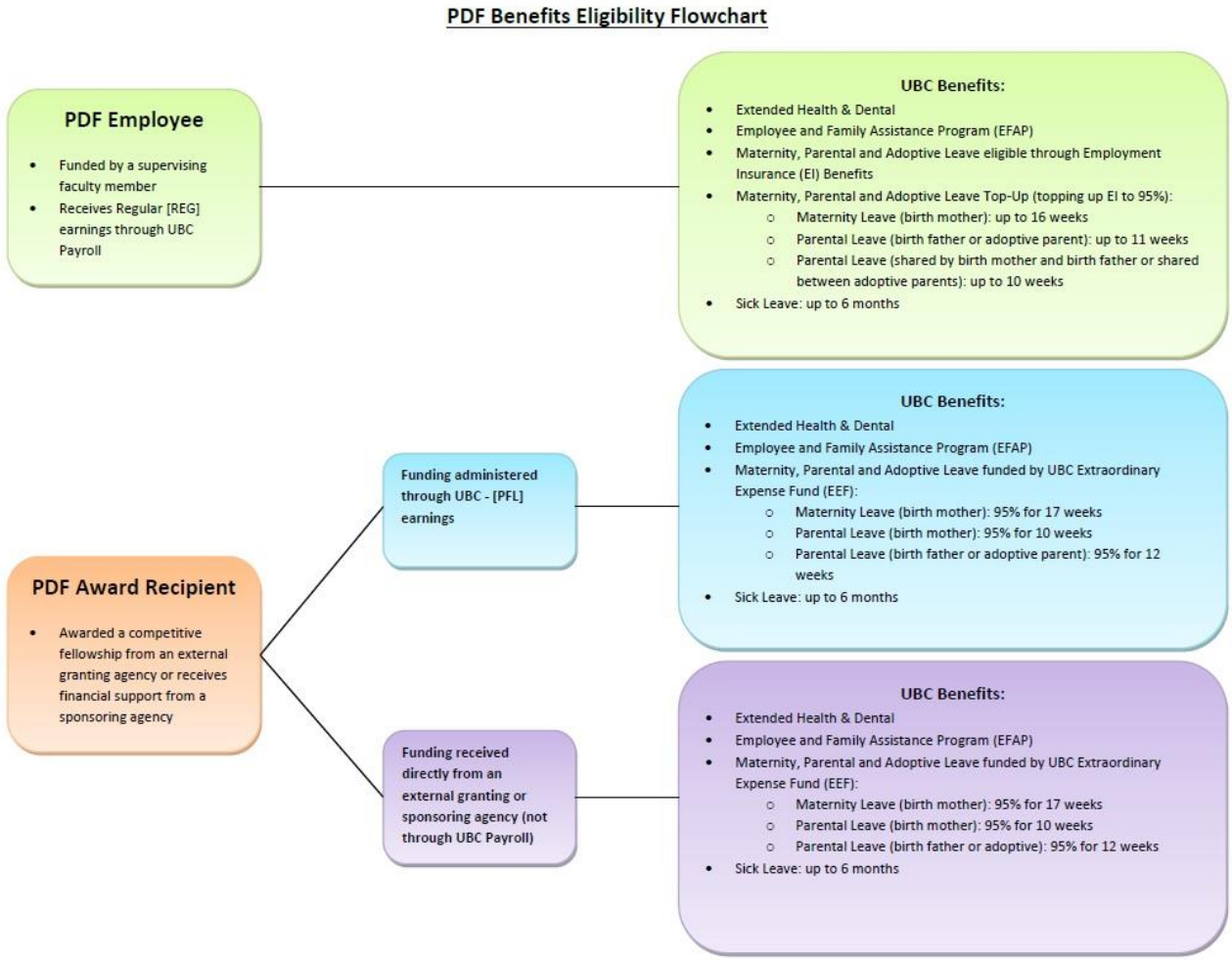
The University's expectation that full-time work is as follows:

- **Typical work week:** The typical work week for all PDFs in all departments, is forty (40) hours per week.

For more information, please consult your department administrator or refer to the Central Human Resources website.

# Benefits & Leaves

Benefits and Leaves for PDFs are summarized in the below flowchart. Further details can be found later in this section.




Eligible PDFs have access to health benefits both for themselves and their families. These benefits include extended health and dental care, and access to the Employee and Family Assistance Program (EFAP).

## Eligibility for Benefits

. The eligibility requirements for benefits are:

1. You must have an appointment of at least one-year in length;
2. A minimum of a 50% appointment;
3. You must meet the minimum salary requirement;
4. You must be hired before your normal retirement date (NRD), which is either June 30 or December 31 on the same date or following the date you turn 65
5. Your supervisor must not be providing additional earnings to cover the cost of benefits.

If you have any questions about your benefits eligibility or your enrollment, please contact your department administrator.

# Benefits Coverage

Once meeting the eligibility criteria, the details of your coverage are dependent on whether you are an employee or award recipient, and for award recipients, whether your funding is administered through UBC or paid to you directly by the granting agency. Summaries of PDF Benefits Coverage can be found on the Benefits website:

- Postdoctoral Fellows (Employees)
- Postdoctoral Fellows (Award Recipients)

To see the cost breakdown of your benefits premiums, please visit premium rates for Employees or Award Recipients to see what you pay and what the University pays.

The following benefits are available to PDFs who meet the criteria outlined above.

## Medical Services Plan

The Medical Services Plan (MSP) is the Provincial Government's medical insurance plan. It pays for medically required services of physicians and surgeons, as well as dental and oral surgery when it is medically required to be performed in a hospital.

Please ensure you apply for MSP coverage as soon as possible by applying to MSP directly. New or returning residents to BC must complete a waiting period before they are eligible for MSP. The waiting period consists of the balance of the month of your arrival, plus two months.

**New or returning residents arriving from outside Canada may wish to arrange for private coverage during the waiting period.**

## Extended Health

In general, the UBC Group Extended Health Care plan provides some financial assistance for physician-recommended medically necessary services and supplies, and will pay up to reasonable and customary charges for these services.

Please visit the Extended Health section on the Benefits website for more details.

## Dental Care

The UBC Dental Care plan provides coverage for a wide range of dental services, from your regular check-ups to major procedures such as root canals and crowns. These procedures may be provided by a licensed Dentist, Denturist, Dental Hygienist and Anaesthetist. Please visit Dental Care section on the Benefits website for more information.

## Employee & Family Assistance Program (EFAP)

EFAP is a self-referral service that provides confidential counselling or other assistance to you or your family through LifeWorks. Expert information and immediate support resources are available by phone, video, web or mobile app. Please visit the EFAP website for more details about this program. Additional information about the EFAP can be found on page 27.

## Vacation

Vacations and leaves are governed by BC's Employment Standards Act. Vacation entitlement is at 2 weeks per year with salary and benefits. Additional vacation time may be granted at the discretion of the supervising faculty member. All vacation and leaves must be arranged with your supervising faculty member and must be taken prior to the end of your appointment.

## Leaves

PDF Employees and PDF award recipients meeting requirements are eligible for the following types of leaves: sick leave; maternity, parental, and adoption leave; general leave (without salary); bereavement leave; and compassionate care leave.

Details regarding these leaves are available for PDF Employees and PDF Award Recipients on the Central Human Resources website.

# International Postdoctoral Fellows

UBC is proud of its diverse and international body of PDFs. For PDFs arriving from outside of Canada, your employment within Canada may be contingent upon certain requirements. It is your responsibility to ensure that these requirements are met prior to starting your postdoctoral appointment and are maintained throughout your time as a PDF at UBC.

## Immigration Process

Foreign PDFs are required to apply to obtain a temporary work permit in order to be employed or hold a trainee position at UBC. **If a PDF will hold an unpaid appointment at UBC, or will be receiving their own fellowship funding, an application for a work permit must still be made.**

The Department or School will provide foreign PDFs with a UBC offer letter and Offer of Employment (LMIA Exempt) No. This information is required to obtain the necessary authorization to work in Canada. Foreign PDFs will also need to include a copy of their PhD/transcripts (or an official letter from the institution providing proof of near completion).

Once the documentation has been received, foreign PDFs must apply for a temporary work permit. Please refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for further details on how and where to apply, and whether a medical exam may be required. Processing times vary between IRCC offices and are updated weekly.

Once an online work permit application has been approved, the IRCC visa office will issue a work permit pre-approval letter:

- If you are from a country/territory which **requires** a temporary resident visa (TRV), you will also be asked to send in your passport for the issuance of a visa.
- If you are from a visa-exempt country/territory, or if you are a permanent resident of the United States, you will automatically be issued an Electronic Travel Authorization (eTA).
- If you are a United States citizen, you are not required to obtain an eTA or a TRV.

Travel and moving arrangements can be finalized upon receipt of the work permit pre-approval.

At the Canadian port of entry, the immigration officer issues the work permit, which allows the foreign PDF to work at UBC on a temporary basis. It is important for the PDF to check the information listed on the work permit for accuracy. The employer should be listed as “UBC” and occupation as “Postdoctoral fellow”.

A temporary work permit will normally be issued for the dates outlined in the UBC offer letter. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit. A work permit may not go beyond the applicant's passport validity date.

After arrival, the new PDF must apply for a Social Insurance Number (SIN) to Service Canada. Upon receipt of the SIN confirmation information, a copy of this and the work permit must be provided to UBC. A work permit of at least 6 months duration is required in order to be eligible for medical coverage under the BC Medical Services Plan.

If you need assistance with your work permit application, please contact the Housing and Relocation Services office by email at Immigration.Help@ubc.ca or by phone 604-822-6115.

## Employment for International PDF Spouses/Partners

If you will be accompanied by your spouse (or common-law partner), and provided your offer is valid for at least six months, they will be eligible to apply for a spousal open work permit, which allows the spouse/partner to search for and take up employment in Canada.

Application for a spousal open work permit requires proof of your relationship (i.e. a marriage certificate or a statutory declaration of common law relationship) and a copy of your work permit (unless PDF and spousal applications are made concurrently).

An upfront medical might also be required:

- If your spouse/partner wishes to pursue employment in health services, child care, primary or secondary education.
- If you or your spouse/partner plan to stay for more than 6 months *and* have lived in one or more of these countries or territories for at least 6 months in a row within the last year of applying.

## International PDFs with School-Aged Children

Please refer to the handbook section on Study Permits for information on this topic.

# Health and Wellbeing Resources

There are a number of free health, mental health, and wellbeing resources available to Postdoctoral Fellows at UBC, offered both through the University and externally. In addition to the resources listed below, UBC Human Resources offers a series of free health and wellbeing events and resources. For more information and to register, visit the Central HR website and the Healthy UBC Newsletter online or subscribe to the emailed Healthy UBC newsletter.

## Finding Health Support Services

### HealthLink BC

HealthLink BC's health service navigators can help you find health information or health services, or connect you with a nurse, dietitian, exercise professional, or pharmacist. Translation services are available in over 130 languages. To get service in another language, simply state the language you are looking for (example say “Punjabi”), and an interpreter will join the call.

Call **8-1-1** to speak with a navigator anytime of the day or night. If your telephone service provider is not able to support the 8-1-1 number, the service can be accessed by calling **604-215-8110**.

### Medimap BC

Medimap.ca is Canada's largest and fastest growing online resource for connecting patients with same-day access to care. Currently, over 900 medical clinics in 5 provinces update their wait times to Medimap.ca in order to improve access to care for their patients.

## Mental Health and Wellbeing

### Employee and Family Assistance Program (EFAP) - Free Confidential Counselling and Support Services

Mental health resources are available for currently-appointed UBC Postdoctoral Fellows through the Employee and Family Assistance Program (EFAP). This confidential and voluntary counselling support service, provided through LifeWorks, is available in multiple languages and formats, and counsellors can help with a range of issues including stress, depression, anxiety, and relationship issues. The LifeWorks Care Access Centre is available 24 hours a day, seven days a week at 1-800-387-4765 or through https://ubc.lifeworks.com/.

### On-Demand Substance Use and Addiction Support: ALAViDA TRAiL

For people who struggle with substance use and addictions, it can sometimes be difficult to seek out help and support. The **ALAViDA TRAiL** is your one-stop-shop to a life where you’re in control of your relationship with substances - no matter if you're just curious, or facing mild, moderate or severe challenges. You can access ALAViDA directly from your smartphone. No awkward conversations, no shame and 100% confidential.

Learn through self-guided resources, or message and meet coaches, therapists and physicians who deliver a personalized program proven to reduce substance use. All supported by a wide range of digital resources – from journaling to activities that help you reach your goals. Along the way, master vital coping skills to manage depression, anxiety and difficult emotions.

## 24/7 BC Crisis Centre

The **BC Crisis Centre** provides confidential, non-judgmental, free emotional support, 24 hours a day, 7 days a week, for people experiencing feelings of distress or despair. Their Distress Services are a resource where youth and adults in distress can:

- GET HELP by having a real-time online chat with a trained volunteer, or by getting email support from the Crisis Centre's professional staff
- LEARN MORE about common issues and concerns such as bullying, disordered eating, depression and self-harm
- FIND RESOURCES by connecting to our online library of useful websites and community resources

**Phone Support**

The Crisis Centre's Phone Distress Services are available if you are worried about something, feel upset or confused, or you just want to talk to someone. The phone lines below are available in over 140 languages using a language service.

- Greater Vancouver: 604-872-3311
- Toll Free: 1-866-661-3311
- 1-800-SUICIDE: 1-800-784-2433
- TTY: 1-866-872-0113

**Web Support**

CrisisCentreChat.ca is a web-based hotline for adults (25+) in distress where they can access free, confidential, non-judgmental support (noon – 1am, 7 days a week) from dedicated volunteers, supported by a small team of professional staff.

## 24/7 Crisis Services Canada

**Crisis Services Canada** provides a safe place to talk - any time, in your own way. If you are having thoughts of suicide, you don't have to face them alone. This service is available if you need a safe and judgement free place to talk. Our responders are here to listen to you, support you, and keep you safe. Crisis Services Canada can help you understand your thoughts and feelings, and connect you with local support resources, but are ultimately here to listen and share this difficult moment with you.

- **Phone: 1-833-456-4566** - available 24 hours a day, 7 days a week, 365 days a year
- **Text Message:** Send a text to **45645**
  - Available 4:00 PM - 12:00 AM Eastern Time.
  - Standard text messaging rates apply.

## Access & Assessment Centre (AAC) - Vancouver General Hospital

The **Access & Assessment Centre (AAC)** is available to help individuals, their family members, and/or their friends during a non-life threatening mental health and/or substance use issue. AAC staff includes registered nurses, registered psychiatric nurses, and social workers, psychiatrists and reception staff who are here to help. We provide pathways for people and families to access VCH mental health and/or substance use services in Vancouver and offer an alternative to the Emergency department for people having a non-life threatening mental health and/or substance use issue.

**Call (604) 675-3700 or walk in between 7:30 a.m. - 11 p.m.**

**Joseph & Rosalie Segal & Family Health Centre**
803 West 12th Avenue
Level 1 East Entrance
Vancouver, BC V5Z 1N1
Entrance located at the back of health centre building; access through laneway/service road.

## First Nations and Inuit Hope for Wellness Helpline

The **Hope for Wellness Help Line** offers immediate mental health counselling and crisis intervention to all Indigenous peoples across Canada.

Call the toll-free Help Line at **1-855-242-3310**, 24 hours a day, 7 days a week, or use their **chat box** to connect with a counsellor on-line/

Experienced and culturally competent Help Line counsellors can help if you want to talk, are distressed, have strong emotional reactions, or are triggered by painful memories. If asked, counsellors can also work with you to find other wellness supports that are available near you

Phone and chat counselling is available in English and French. On request, phone counselling is also available in Cree, Ojibway, and Inuktitut.

# UBC Postdoctoral Association (PDA)

Welcome to UBC's postdoctoral community!  The UBC Postdoctoral Association is here to help you.

The UBC Postdoctoral Association (UBC PDA) is an interdisciplinary group of postdoctoral fellows and research associates at UBC that was founded in 2006. With the help of the Postdoctoral Fellows Office, our mission is to enhance the experiences of UBC appointed postdocs by:

1. Providing an open forum to communicate and share experiences
2. Hosting events that highlight the scholarly work of our peers
3. Offering resources for the next generation of research leaders
4. Providing opportunities for social and research-based networking
5. Advocating for PDF concerns at the university level (with the PDFO), and beyond (provincially together with the SFU PDA, and federally through CAPS, the Canadian Association of Postdoctoral Scholars)

Membership in the UBC PDA is open to all current postdocs and research associates at UBC and affiliated institutes, and is completely free.

## Get the latest info and get involved!

Visit our website (http://blogs.ubc.ca/ubcpda), follow us on Twitter, subscribe to our monthly newsletter (The Buzz), like us on Facebook, connect on LinkedIn, or just send us an email (ubc.postdoc@gmail.com). We have also recently launched a Slack community, which is a thriving "peer to peer" mentorship platform for postdocs. Write us an e-mail to get the Slack invite link! We are excited to hear from you and to be a part of your time at UBC!

## The PDA Executive Team – join us and make a difference!

Want to join the PDA and help to organize our events and advocate for postdocs? The PDA is run by a group of friendly and enthusiastic postdocs who volunteer a little time every month. We encourage you to join us, share your ideas, and gain valuable skills! You can join the Team as an Executive Member at any time, just send us an email! We hold elections at our AGM in March to fill our Officer positions. Watch out for notices in the Newsletter and the website for your chance to be a leader in shaping the postdoc experience at UBC.

# Campus Resources

## Wayfinding on UBC Campus

With over 50,000 students frequenting over 1,000 acres in the UBC Vancouver campus alone, UBC's grounds and facilities are, simply put, enormous. The following section provides information about each of UBC's campuses and provides links to maps and resources to help you find your way.

## UBC Vancouver Campus

To search locations and view maps for UBC's Vancouver Campus, please visit Wayfinding at UBC Vancouver.

UBC's Vancouver campus is located at the western tip of the Point Grey peninsula, close by to the City of Vancouver, British Columbia, Canada.

The University Endowment Lands community (also known as University Hill) is situated adjacent to the campus to the east, while 763 hectares of forested parkland known as Pacific Spirit Regional Park serves as a green-belt between Vancouver and the campus.

A large part of the east side of campus is made up of student, faculty and staff housing, along with child care buildings and the local police and fire department. UBC's first market housing development, known as Hampton Place, is also located here. Although many buildings on campus are quite new, the University's history actually dates back to 1877. (For more on the history of UBC, you may want to visit the UBC Library's University History and Historical Facts site.)

## UBC Okanagan Campus

The UBC Okanagan campus map contains location details and wayfinding information for the UBC Okanagan campus.

UBC Okanagan campus opened in September 2005 as a distinctive, small university campus. It is an intimate learning community -- where students interact with one another and their professors on a daily basis, while becoming global citizens through interaction with their community and the world.

UBC Okanagan campus is earning a reputation as an important, respected centre of learning and research, enhancing knowledge creation and innovation in the Okanagan Valley. UBC Okanagan campus also offers a campus life rich with opportunities to build cultural and social connections, to learn, grow and express yourself. The students who choose UBC Okanagan campus make the difference.

With a goal of serving the post-secondary education needs of 7,500 students, UBC Okanagan campus is growing to serve the needs of the region, increasing access to the internationally recognized UBC degree. As student numbers increase and the campus master plan becomes reality, the UBC Okanagan campus will continue to feature small class sizes, experiential learning, community involvement, and direct access to research activity.

## UBC Robson Square Campus

Location and access information for UBC Robson Square campus is found on the UBC Robson Square website. UBC's downtown Vancouver presence, the UBC Robson Square campus, offers a wide variety of executive, technology, and professional development programs, in addition to arts and humanities courses, live performances, international events, public forums and more.

## UBC Great Northern Way Campus

To find address and contact details for the Great Northern Way Campus (GNWC), please view the GNWC website. The Great Northern Way Campus (GNWC), located just southeast of the downtown Vancouver core, and is a collaboration between UBC, Simon Fraser University, Emily Carr University of Art and Design, and the B.C. Institute of Technology. The venture fosters innovative education and research initiatives by providing an integrated environment with training and education programs offered by each partner.

## Faculty of Medicine Education Across British Columbia

The Faculty of Medicine has facilities across Vancouver and throughout British Columbia. PDFs working at any of the hospitals or British Columbia Cancer Research Centre are entitled to full support from the Vancouver campus, but considerable support services are provided at their home sites. There are 75 health care facilities including 22 large tertiary and medium regional hospitals that provide clinical education opportunities for both undergraduate and post graduate medical students.

There is a free shuttle bus service between all Vancouver sites, every 30 minutes, 5 days a week (the service starts early and leaves the UBC Vancouver campus from the front of UBC Hospital, beside Emergency, on the hour and the half-hour).

## UBCcard/Library Card

The UBCcard is your official UBC identification and includes the following benefits and features:

- **ID card:** your official UBC ID card
- **Debit card:** pre-load your UBCCard with cash and save 5% at participating UBC Food Services locations by paying with your UBCcard
- **Access card:** access to the library, gym, aquatic centre, labs and other secure areas on campus
- **Library card:** your UBCcard is your library card, allowing you to borrow library materials at UBC Library Locations and access online resources and services.

The UBCcard is available from the UBC Carding Office within the UBC Bookstore. PDFs can apply in person or online, and you will need an original piece of government-issued identification and your UBC employee number.

Please ask your department administrator to contact the Carding Office if you experience any difficulties.

## UBC Directory and Emergency Phone Numbers

The UBC Directory provides searchable listings of contact information for all UBC faculty and staff.

UBC offers a comprehensive set of campus services in case of emergency. Please visit the emergency services phone number listings in case of emergency.

## Health Care

Health care services are available on the Vancouver campus through the Campus Family Practice Unit. For information and appointments, call 604.822.5431. Emergency services at UBC Hospital (2211 Wesbrook Mall) are available between 8 am and 10 pm daily. Drop-in medical clinics are also available throughout Vancouver, including two on the UBC – Point Grey campus: the Wesbrook Medical Clinic and two locations of the University Village Medical and Dental Clinic.

## UBC Information Technology

UBC IT provides a variety of services to support research. For information specific to the UBC Okanagan campus, visit UBCO's IT, Media & Classroom services.

## Safety & Risk Services

Safety & Risk Services at UBC is about identifying, assessing, and managing all types of risk (strategic, academic, operational, financial, hazard and reputational) in all parts of the organization (faculty, research, students, and administration) on both UBC campuses.

## Procurement & Purchases

Payment & Procurement Services provides purchasing tools and support that can dramatically reduce procurement costs. Consult your department administrator or visit the Payment & Procurement Services website for information when purchasing goods or services.

## Campus Sustainability Office

UBC is Canada's leader in campus sustainability. The Sustainability Office runs a variety of initiatives designed to create a community that values ecology, society, and economy. PDFs are invited to become Sustainability Coordinators to promote sustainability in your departments. The Social, Ecological, Economic Development Studies (SEEDS) program brings together students, faculty, and staff in projects that address sustainability issues. Staff members can request research pertinent to their fields, UBC students earn academic credit for their work, and instructors become more fully involved in the community. So far, more than 200 UBC community members have taken part in unique projects.

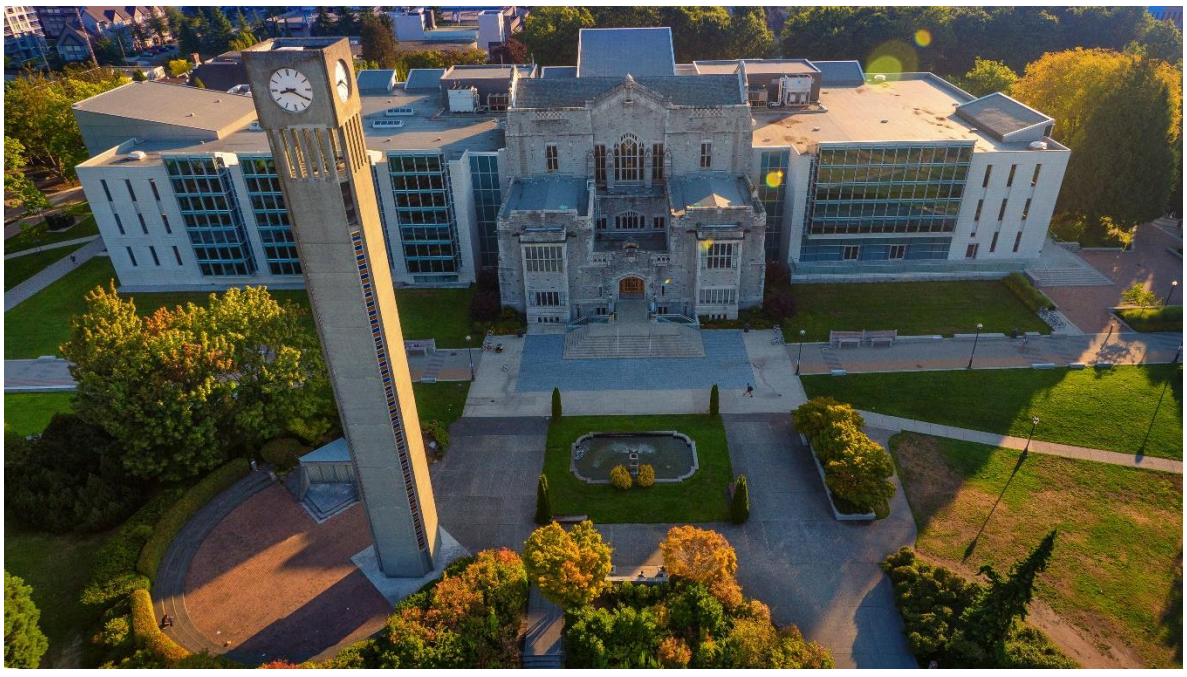
## Recreation, Sport and Fitness (On Campus)

UBC Recreation offers a number of opportunities for participation in athletic and recreational activities. Our state-of-the-art recreational facilities include two weight rooms, a hockey arena, indoor tennis courts, and a competition-size aquatic centre. The largest on-campus fitness facility, the UBC Bird Coop, is known nationally for its fun fitness alternatives, and its impressive mix of top of the line equipment, programs and services.

As well, there are a wide range of recreational opportunities off campus, including many community centres, and golf, fitness, tennis, sailing, hiking and other clubs. For more information, please refer to the UBC Attractions website.

## Faith and Spirituality

UBC's chaplains represent many faiths, including Bahá'í, Christian denominations, Jewish, Muslim, and Shin Buddhism. Chaplains offer worship and one-on-one pastoral and spiritual care to the UBC community.



# Transportation

## Driving

Driver's licenses in BC can only be obtained from the Insurance Corporation of British Columbia (ICBC). Information about bringing your vehicle to BC is also available on the ICBC website.

A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. The process of obtaining a BC driver's license depends on where you are arriving from. For some countries, a road test will be required. To find out the requirements specific to you, please visit ICBC's page on moving to BC.

## Parking at UBC

Pay parking is available throughout UBC Vancouver Campus. Find the nearest parking location by visiting the UBC Parking Map. The UBC Parking & Access Control website provides up-to-date information on all parking-related matters.

For occasional campus trips by car, visitor parking is available at hourly and daily rates.

PDFs are eligible to pre-purchase parking at a discounted rate through the FlexPass program, with access to any of UBC Vancouver's six parkades. Both online and in-person registration is available, and in-person enrolment is recommended if there are difficulties signing up online. PDFs wishing to participate in this program must provide their UBC employee ID or a copy of their appointment letter.

## UBC Campus + Community Planning – Sustainable Alternatives

Campus + Community Planning is dedicated to promoting a more sustainable environment for ourselves, our community, and our children. They are committed to improving your transportation choices by providing a variety of sustainable transportation options for your commuting needs.

Since 1997, Campus + Community Planning has been working to reduce automobile trips to and from UBC by promoting more sustainable modes of transportation including transit, carpooling, walking and cycling. They provide a variety of programs, including the student U-Pass, End of Trip facilities for cyclists, and an Emergency Ride Home program, to name a few.

See the Transportation Options webpage for more information on our programs.

## Public Transportation (TransLink)

Vancouver's comprehensive public transportation network makes access to UBC simple and efficient from most parts of the Vancouver area. For general information regarding public transit within the Vancouver area, please visit the TransLink's website.

Vancouver's public transportation network is divided into 3 zones, with a fare structure based on the method of transportation taken and the number of zones traveled. Single fare provides you with 90 minutes to make your trip within the zone designation, or daily and monthly passes can be purchased as well. This fare is interchangeable within TransLink's bus, Skytrain, Canada Line and SeaBus networks, and is loaded on a Compass Card.

To plan a trip using public transportation, use the Trip Planner to view routes, times and fare cost by entering your origin and destination.

## Cycling

Vancouver's network of cycling routes makes riding a bicycle an excellent option for accessing UBC and for travel throughout the city. The Campus + Community Planning website provides links and resources to promote and facilitate cycling to UBC.

Please visit TransLink's map of cycling routes to determine your best route.

# Moving

## UBC Faculty Staff Housing & Relocation Services

UBC Faculty Staff Housing & Relocation Services helps with the smooth transition of new faculty, PDFs, staff and their families who are relocating to UBC. The office is an excellent first point of contact for those moving or who have recently moved, providing resources, support and events to help situate you in your new surroundings.

Faculty Staff Housing & Relocation Services is a friendly gathering place to access a central repository of information and support. The 'concierge-style' service can help newcomers settle quickly into their new home so they can get on with living. The office can provide assistance and support with a wide range of services to help you balance work and life.

## Living in Vancouver

Vancouver is truly one of the world's most beautiful and most perfect places to visit or live. It is a sophisticated, fun loving, outdoor living city with a vibrant, prosperous downtown core. One tenth of Vancouver's nearly 600,000 inhabitants live downtown, most in innovative high-rise apartment buildings that feature glass and more glass, showcasing the city's light and views.

Vancouver has one of the most diverse populations in North America and with that diversity comes all the benefits: great new ideas, an embracing, cooperative spirit, ethnic food, shops, customs and celebrations.

In Vancouver, you can swim in English Bay or Second Beach, kayak in False Creek or ride horses in Southlands. Twenty minutes away, in the North Shore mountains, you can ski and snowboard in winter and hike or mountain bike in summer. The surrounding waters also offer phenomenal opportunities for sailing, windsurfing, scuba diving, kayaking and other water sports. From Vancouver, you are only 120 km from Whistler, one of the world's most spectacular winter ski resorts and summer playground and the site, along with Vancouver, of the 2010 Winter Olympics.

Located only 63 km away on Vancouver Island, Victoria, British Columbia's capital is another of the world's most beautiful cities. Downtown Vancouver to downtown Victoria is 35 minutes away by float plane or three and a half hours by bus and ferry.

The staff at the Faculty Staff Housing & Relocation Services Office are happy to assist with your move to Vancouver. General information about Vancouver and the surrounding area can be found at the BC Passport website and the UBC website. Other useful information for newcomers to Vancouver and Canada is available at the IRCC website.

# Useful Resources

The following are some additional websites and resources to assist you with living in Vancouver and familiarizing yourself with the city:

## About Vancouver

- UBC Welcome Guide – Vancouver Campus
- UBC Welcome Guide – Okanagan Campus
- Experience British Columbia
- Tourism Vancouver
- The City of Vancouver
- TransLink - City Buses & Trains
- The Vancouver Sun (local newspaper)
- Vancouver Movie Showtimes
- Gastown
- Chinatown
- Granville Island
- Vancouver Gardens & City Parks

## Surrounding Area

- Victoria
- Vancouver Island & Gulf Islands
- Whistler
- Kootenay Rockies
- Thompson Okanagan

## Housing

Information about renting and purchasing housing on and off campus is available online the Faculty Housing information page. Additional housing resources include:

- Craigslist (please be sure to review information about ***scams*** and ***safety*** before using Craigslist)
- AMS Rents Line

St. John's College and Green College provide on-campus housing for PDFs. For more information, please visit the following websites:

- St. John's College
- Green College

## Utilities

For details on home utility service and pricing in Vancouver, please contact the appropriate company:

- Cable, Internet: Telus, Shaw, Bell, Novus, Rogers
- Mobile Phones: Rogers, Bell, Telus, Freedom, Virgin, Fido, Koodo
- Electricity: BC Hydro
- Natural Gas: FortisBC

# Information for PDFs with Children

## Public Schools

International PDFs with a valid work permit may enrol their child in a public (Elementary or High School) free of charge as all Public schools in BC are free. You must first find out the school district of your residence. Each district website has registration and contact information. A faculty member who holds a temporary work permit may not need to obtain a study permit for his/her child. The accompanying children may have either a visitor record or a Study Permit when entering Canada. The children are authorized to study without a Study Permit if they have only the visitor record or a Canadian entry stamp on their passport. We suggest that you contact the Board of Education prior to your arrival at UBC to ensure that your children will be eligible to attend elementary or secondary school.

You will need to bring the following documents upon registration:

- Immigration or citizenship documents for parents and each child.
- Birth certificate, family register or equivalent document, showing date of birth for each child and names of parents.
- Proof of residence for the school year such as a rental agreement, purchase agreement or recent property tax statement.
- Immunization records.
- Report cards.

## Study Permits for Children of International PDFs

Children accompanying a PDF with a work permit will be issued either a Canadian entry stamp on their passport or visitor record upon entry to Canada. With a Canadian entry stamp or visitor record, children under the age of 19 are authorized to study in Canada without a Study Permit.

However, a Study Permit is required for children 19 and older and for those attending a post-secondary institution. We suggest that you contact the school board in your area of residence prior to your arrival at UBC to review specific requirements and to ensure that your children will be eligible to attend elementary or secondary school.

Dependent children attending primary or secondary public school will be exempt from international school fees, as long as the PDF has a work permit that is at least one year in duration or longer.

# Child Care

*Please note that the PDFO does not endorse or recommend any of the childcare resources included in this section. Information in this section is provided for informational purposes only, and may change without notice. Please contact the child care provider(s) directly for the most accurate and up-to-date information about their services, staff, and policies*.

There are a variety of child care options available in the Lower Mainland. Child care providers in British Columbia can be licensed, registered, or unlicensed. Please refer to the Government of British Columbia website for information about the different types of child care in BC.

## On-Campus Child Care

UBC Child Care Services offers child care for the children of postdocs, faculty, staff, and students at UBC at a variety of locations. There are limited spaces available in these facilities, and wait lists can be long. Please visit the UBC Child Care website for enrollment policies and priority groups. If interested in UBC Child Care, postdocs are encouraged to apply to the wait list as early as possible: https://childcare.ubc.ca/application/.

For postdocs living in the UBC neighbourhood and who are registered with the University Neighbourhood Association (UNA), child care is available through a partnership between UBC, the UNA, and the YMCA. Child care is offered at both the Wesbrook Child Care Centre, which offers 49 child care spaces for infants, toddlers, and preschool-age children, and at the Vista Point YMCA Child Care Centre. For additional information and to apply, visit the UNA website: https://www.myuna.ca/childcare/.

## Off-Campus Child Care

In addition to these on-campus child care resources, UBC has agreements with the following child care providers:

- **Developmental Disability Association (DDA):** For families with children with developmental disabilities, UBC has an agreement that gives UBC postdocs, students, faculty, and staff priority access to four locations in Vancouver – including the Berwick Child Development Centre on the UBC Point Grey campus – and one location in Richmond. http://develop.bc.ca/for-families/children-and-youth/

- **Kids & Company**: UBC has a corporate membership that allows postdocs, students, faculty, and staff access to both child care services and emergency childcare, with a guarantee of placement within six months at one of their facilities. If looking at specific facilities, time on the wait list will vary. https://kidsandcompany.com/

A list of external child care providers can be found through the Westcoast Child Care Research Centre: https://www.wstcoast.org/choosing-child-care/search. This list is external to UBC and is updated monthly. An additional child care resource is Nannies on Call (http://www.nanniesoncall.com), which offers in-home services throughout the Lower Mainland.

# Contacts

## Appointments

For assistance with the appointment process, please contact Faculty Relations. Responsibilities are divided alphabetically by last name as follows:

| | | | |
|---|---|---|---|
| *Surname beginning A-K:* | Nicki Hogg | nicole.hogg@ubc.ca | 604-827-4473 |
| *Surname beginning L-Z:* | Christine Pickering | cpicker@exchange.ubc.ca | 604-822-5415 |

For assistance with your particular appointment, please contact your department administrator.

## Benefits

For assistance with Benefits, please contact Human Resources.

- *Website:* https://hr.ubc.ca/benefits
- *Email:* hr.info@ubc.ca
- *Phone Number:* 604-822-8111

## Housing, Relocation, and Immigration

For housing and relocation services enquiries, please contact Housing and Relocation Services.

- *Website:* https://www.hr.ubc.ca/housing-relocation/
- *Email (via Consultation Form):* https://www.hr.ubc.ca/housing-relocation/contact/
- *Phone Number:* 604-822-6115

## Payroll

For assistance with your pay, please contact Payroll. Enquiries can be submitted via the Integrated Service Centre (ISC).

## Other Enquiries

Please contact the PDFO

- *Website:* http://postdocs.ubc.ca
- *Email:* postdoctoral.fellows@ubc.ca
- *Phone Number:* 604-822-2848

# Quick-Reference Guide - Where Should I Look?

| | |
|---|---|
| **Benefits** | Human Resources |
| **Career Coaching** | Coaching @ UBC |
| **Childcare** | UBC Child Care Services |
| **Conflict Resolution** | Faculty PDF Coordinator |
| **Driving in British Columbia** | Insurance Corporation of British Columbia (ICBC) |
| **Employee & Family Assistance Program (EFAP)** | Human Resources; Lifeworks |
| **Equity, Inclusion, and Diversity** | Equity and Inclusion Office |
| **Health and Safety at UBC** | Safety and Risk Services |
| **Health and Wellbeing** | UBC Wellbeing |
| **Housing and Relocation** | Housing and Relocation Services |
| **Immigration** | Housing and Relocation Services; Immigration, Refugees and Citizenship Canada (IRCC) |
| **Investigations Office (Sexual Assault, Discrimination & Harassment)** | UBC Investigations Office |
| **Leaves of Absence** | Department Administrator; Human Resources |
| **Medical Services Plan** | Human Resources; Government of BC |
| **Parking at UBC** | UBC Parking |
| **Pay** | Payroll |
| **PDF Orientation** | Postdoctoral Fellows Office |
| **Postdoctoral Appointments** | Department Administrator; Human Resources |
| **Postdoctoral Association** | UBC Postdoctoral Association (PDA) |
| **Professional Development** | Postdoctoral Fellows Office; LinkedIn Learning |
| **Public Libraries** | |
| *Burnaby* | Burnaby Public Library |
| *Coquitlam* | Coquitlam Public Library |
| *North Vancouver* | North Vancouver District Public Library |
| *Port Coquitlam* | Fraser Valley Regional Library |
| *Port Moody* | Port Moody Public Library |
| *Richmond* | Richmond Public Library |
| *Surrey* | Surrey Libraries |
| *Vancouver* | Vancouver Public Library |
| *West Vancouver* | West Vancouver Memorial Library |
| **Public Transportation** | TransLink |
| **Research at UBC** | Office of Research Services (ORS) |
| **Sexual Violence Prevention and Response Support** | Sexual Violence Prevention and Response Office (SVPRO) |
| **Taxes** | Canada Revenue Agency (CRA) |
| **Things to Do in Vancouver** | Tourism Vancouver |
| **UBC ID Cards** | UBCcard |
| **UBC Library** | UBC Library |

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