

UNIVERSITY OF WESTERN ONTARIO

NEW POSTDOCTORAL SCHOLAR CHECKLIST

Postdoctoral scholars are integral members of the university community and contribute extensively to Western's research output. This checklist provides an overview of the procedures and best practices involved in obtaining and starting your potential appointment at Western.

INITIATING YOUR APPOINTMENT

There are three critical steps that must be taken in order to register your postdoctoral appointment at Western:

1. Reach an agreement in principle with a faculty researcher

As a general rule, to become a postdoctoral scholar you must first contact a researcher at Western who shares your research interests and can therefore serve as your faculty supervisor or faculty research mentor.

Items for discussion:

- a. Compensation
- b. Time off (holidays, sick days)
- c. Travel costs or moving expenses
- d. Teaching opportunities

Be sure to discuss your appointment with your supervisor. For information regarding these classifications: grad.uwo.ca/postdoctoral_services/index.html

2. Complete the online appointment process

Initiate an appointment by completing the Postdoctoral Scholar Appointment Form online at: https://grad.uwo.ca/postdoctoral_services/the_appointment_process.html

Upon completing the form, your potential supervisor will be alerted to this proposed appointment via email and be prompted to confirm additional details (duration, compensation etc.)

An email will be directed to you upon your supervisor's authorization summarizing the details of your proposed appointment and requesting your confirmation

3. Sign and submit your contract

You are required to sign either a Postdoctoral Fellow Agreement or a Letter of Appointment, depending upon the nature of your appointment with your supervisor. This must be completed prior to the commencement of the appointment.

Book an appointment with the School of Graduate and Postdoctoral Studies:

mharmos@uwo.ca and submit your signed Postdoctoral Fellow Agreement or Letter of Appointment, proof of your Ph.D. degree and, if applicable, your Canadian Work Permit, to SGPS (IGAB 1N07)

SGPS will validate and forward your appointment confirmation and supporting documents to Human Resources for processing. This process can take between one to five business days.

Most of the services available to scholars at Western cannot be accessed until this process is completed

PREPARING FOR YOUR APPOINTMENT

In addition to the administrative work involved in initiating your postdoctoral appointment, there are other tasks we suggest you consider completing prior to starting your scholarly work at Western:

- Obtain your Western ID number from your department
- Activate your Western Identity. Your Western Identity will allow you to access Western e-mail, Human Resources and WebCT systems. [wts.uwo.ca/helpdesk](https://www.uwo.ca/helpdesk)
- Confirm date, time and location of your appointment with your supervisor/mentor and inquire if there is anything department specific you should do prior to your first day.
- Arrange accommodations. If you would like assistance visit: [offcampus.uwo.ca](https://www.offcampus.uwo.ca)
- Arrange for transportation to London, Ontario and Western. For information on getting to London visit:
www.uwo.ca/international/iesc/new_students/plan_your_trip/how_to_get_here.html

Additional Requirements for International Scholars:

- Apply for your Canadian Work Permit for yourself and your spouse (if applicable)
www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/apply.html
Ensure you have adequate time to obtain a permit prior to your start of your appointment.
- If you are a visiting postdoc, apply for the University Health Insurance Plan (UHIP)
www.uwo.ca/health/shs/services/insurance.html
- Apply for your Canadian Social Insurance Number (SIN)
iesc.uwo.ca/visas/working_and_volunteering/social_insurance_number.html
- Apply for permanent residency, if desired www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada.html
- Open a chequing/savings account at a Canadian financial institution

Additional Suggestions for New Residents of Ontario:

- Obtain an Ontario Health Insurance Plan (OHIP) card (i.e. Ontario Health Card)
www.ontario.ca/page/apply-ohip-and-get-health-card

- For licensed drivers, obtain an Ontario drivers' license and register & insure your vehicle in Ontario Drivers' License: www.ontario.ca/page/drivers-licence
- Vehicle Licensing: www.ontario.ca/page/renew-drivers-licence-outside-ontario

ARRIVING AT WESTERN

Your specific departments/units may have additional requirements but in general you will need to do the following once you arrive on campus:

On Your First Day:

- Check-in with your supervisor/mentor. Your supervisor/mentor will introduce you to the people you will be collaborating with and help you become familiar with your work area. Your supervisor/mentor may also know of additional steps required by your department.
- Check-in with Department Administrator to:
 - Complete door access and keys request
 - Obtain your Western ONECard (i.e. your identification card), note: www.extranet.uwo.ca/extranet/_staff_upload/login.cfm
- Visit Western Parking and Visitor Services if you require a parking pass: www.uwo.ca/parking/
- If you would like to travel to campus via the London Transportation Commission (LTC), you can find schedules and routes at www.londontransit.ca and buy bus tickets at the campus Infosource. Bus identification cards must be purchased downtown www.londontransit.ca/fares-and-passes/fares/

Within Your First Month:

- Complete safety and orientation training as required by your department and supervisor www.uwo.ca/hr/learning/required/
- Learn more and get involved with the Postdoctoral Association at Western (PAW) by visiting postdocs.uwo.ca/ or e-mailing postdocs@uwo.ca
- Tour the campus https://welcome.uwo.ca/connect_with_western/visit_western/tours.html
- Look into the Campus Meal Plan, a great way to save money on food purchases on campus <https://mealplan.uwo.ca/> NOTE: you must activate your meal card in person in the University Community Centre but can later add money online
- Consider joining the Athletic and Recreation Center, special rates are available for postdoctoral scholars www.uwo.ca/campusrec/ If you are a Postdoctoral Fellow, you will not have income tax automatically deducted from your stipend. You must set aside a specific amount monthly so that you can pay your income taxes by April 30th, this amount should be determined when starting your position