**Appendix B – Postdoctoral Fellow Form**

|  |  |
| --- | --- |
| **Postdoctoral Fellow Form**  | QL-K |
| **SECTION A** (For Departmental Use Only) |  |
| Name of Postdoctoral Fellow: |  |
| Department/Academic Unit: |  |
| Faculty Supervisor: |  |
| Duration of Appointment: |  |
| Salary: |  |
|  |  |
| **SECTION B** |  |
| Postdoctoral Fellow Areas for Discussion | Notes |
|  |  |
| 1. \*Research and Associated Training |  |
| 2. \*Professional, Career and Employee Development Activities and Objectives  |  |
| 3. \*Supervisory Duties |  |
| 4. Other |  |
| \* See reverse of form for guidelines |  |
|  |  |
| As the primary responsibility of the Postdoctoral Fellow is research, this form is intended as a guide to a discussion of anticipated areas of responsibilities, expectations, and the development of the Postdoctoral Fellow in his or her employment. It is suggested that the form be reviewed and updated periodically by the Postdoctoral Fellow and their Faculty Supervisor. |
|  |  |  |
| Reviewed by (Faculty Supervisor) |  | Reviewed by (Postdoctoral Fellow) |
|  |  |  |
| Date |  | Date |
| Note to Postdoctoral Fellows: As a Postdoctoral Fellow, you are represented by the Public Service Alliance of Canada, Local 901, Unit 2. The terms and conditions of your employment and your bargaining rights are set out in the Collective Agreement which can be found at: <http://queensu.ca/facultyrelations/post-doctoral-fellows/collective-agreement> and [www.psac901.org](http://www.psac901.org)  |

|  |
| --- |
| **\*Guidelines for Discussion** |
|  |
| **1. Research and Associated Training** |
|  |
| a) The nature of the research to be undertaken |
|  |
| b) Projects such as primary, collaborative and affiliated projects |
|  |
| c) All work associated with research such as publications/grant writing, administrative, fieldwork and lab work |
|  |
| d) Anticipated availability of funding, Hours of Work (Article 13) and expectations with respect to overtime/compensatory time |
|  |
| **2. Professional, Career and Employee Development Activities and Objectives** |
|  |
| 1. Participating in and/or organizing conferences, workshops, seminars, etc.
2. Skills and/or Research development and/or activities.
 |
| **3. Supervisory Duties** |
|  |
| a) Supervision of students |
|  |
| b) Supervision of staff such as lab technicians, research assistants, etc. |