



Checklist of Expectations for Postdoctoral Fellows and Supervisors

Postdoctoral Fellow's Name: _____ Supervisor's Name: _____

Department/Program: _____ Faculty/School: _____

Title of Postdoctoral Fellow's Research Project:

Preamble

The purpose of this checklist is to provide opportunities for discussion of and agreement on the respective expectations and responsibilities of Postdoctoral Fellows¹ (hereinafter PDF) and their supervisors. Any additional expectations and responsibilities not covered in this checklist should be discussed, agreed upon, and appended to this document. Each party should sign and retain a copy of this checklist as well as any appended materials.

1. PDFs and supervisors are colleagues. PDFs are expected to work independently, demonstrate initiative, and make satisfactory progress toward the goals agreed upon with the Supervisor prior to taking up or at the start of the appointment. Supervisors are responsible for training, advising and mentoring their PDFs; monitoring their progress; providing feedback on their work; and being an advocate for the PDF.
2. We have read, discussed, and understood the PDF's contract. We have discussed UBC's rules, regulations, and [policies governing the PDF's appointment](#).
3. We have discussed and clarified expectations for both the PDF and the supervisor. The PDF has clearly outlined their research and career goals and the supervisor has agreed to support them to the best of their ability. The supervisor has clearly outlined the goals of the PDF position and the PDF will strive to achieve them to the best of their ability. We agree on adjusting goals and expectations as needed.
4. PDFs typically come from other institutions or locations. We have discussed ways to support and facilitate the PDF's transition to the new institution or location by helping identify suitable resources and opportunities.
5. We have discussed the extent to which and the ways in which the relationship between PDF and supervisor is a relationship of power.

¹ The term "Postdoctoral Fellow" is defined in UBC Policy [AP10](#).



6. We have discussed UBC's policies on equity, diversity, and inclusion, and the need to acknowledge and be mindful of different cultural backgrounds, genders, abilities, etc. on an ongoing basis. This acknowledgement includes mindfulness around situations of PDFs whose first language is not English.
7. We have mutually agreed on milestones and timelines. We have discussed and agreed upon benchmarks for measuring and ensuring satisfactory progress in research output appropriate to the field, as well as expectations regarding the submission of progress reports. We have discussed what the process would entail should satisfactory progress not be demonstrated.
8. We have discussed and agreed on the tasks required for completing the project for which the PDF is appointed (research, outreach, etc.). Any additional tasks must be discussed and agreed upon, and should not hinder achieving the project's milestones (such as work for industry sponsors that is not directly related to the PDF's research project and/or teaching duties. Note that PDFs who are neither Canadian citizens nor permanent residents are responsible for obtaining any required immigration authorization for such work.
9. We have discussed the terms of the PDF's appointment (as indicated in the PDF's offer letter), including any expectations regarding participation in the supervisor's research group or lab, and for PDF Employees as defined in Section 1.1.1 of AP10, hours of work per week and overtime. We have discussed any personal or professional commitments that may impact these expectations.
10. We have discussed expectations regarding in-person attendance on the UBCO campus. Our discussions have addressed regularity of attendance in the supervisor's research facility, such as being present in the lab, responding to the supervisor's requests for support in the lab within a reasonable amount of time, and participating in the intellectual life of the supervisor's Faculty/School and the UBCO campus.
11. We have discussed which resources are needed and how to access them (such as access to the library, printing, computer access, measurement/laboratory needs, and Salto access to working space).
12. We have discussed the funding that is offered, its sources, and the funding that is available for research costs as well as expectations for the PDF to apply for awards and grants for which they qualify.
13. We have discussed the importance of acquiring professional skills of value to the PDF's future career. We have discussed which training is available and how to access it. Although we recognize that it is the responsibility of the PDF to access these opportunities, we have also discussed the responsibility of the supervisor to accommodate, within reason, these efforts.
14. We have discussed the opportunity to attend regional, national, or international conferences, including the opportunity to present and to access travel funds, if available.
15. We have discussed mentoring and training opportunities as well as expectations of the PDF in gaining experience as a mentor for students (graduate, undergraduate, and volunteers) in the supervisor's research group.



16. We will agree on and attend regular one-to-one meetings with each other (the suggested minimum is once a month). We expect to be able to arrange additional meetings as needed. If applicable, we will agree on and attend regular research group meetings.
17. We agree that constructive, critical feedback on the PDF's written or computational work (such as fellowships, grant applications, proposals, publications, and/or analysis of research results) is expected, but a reasonable length of time should be permitted for this feedback (for example, up to three weeks).
18. We have discussed intellectual property (IP) with reference to [UBC Policy LR11](#)(Inventions). Issues that may arise include but are not limited to: authorship in publications, order of authors, ownership of data/results, patent rights, etc. If an IP Agreement has been signed by the PDF and the supervisor, each should keep a copy of the Agreement on hand.
19. We have discussed and agreed on best practices in our field for including student authorship on publications involving the PDF.
20. We are aware that ethics approval is needed before data collection can begin when animals or humans are involved. We have discussed how to prepare appropriate ethics applications and obtain the necessary certifications.
21. We are aware that safety plans, permits, and in some cases, training, are generally required before commencing data collection in the field. We have discussed how to prepare appropriate safety plans and obtain the necessary authorizations. We have also discussed potential risks, both physical and mental, associated with fieldwork. We understand it is good practice to discuss field-related risks before each field activity.
22. The PDF is permitted at least two weeks of annual vacation time (unless otherwise specified by external granting or sponsoring agencies), in addition to days off when the University is closed. We will discuss and agree upon the timing of vacations as well as research-related travel. We understand it is good practice to inform the other party with sufficient notice if away for an extended period and we will discuss in advance arrangements for adequate progress and supervision.
23. We agree to discuss any arrangements for ensuring adequate progress and supervision, as well as any necessary adjustments to expectations, if the supervisor is on sabbatical during any part of the PDF's appointment.
24. We are aware that the PDF can apply for a leave of absence according to the conditions of their appointment.
25. We have discussed and agreed upon a process for addressing disagreements such as designating a neutral third party who will oversee and arbitrate disagreements between the PDF and the supervisor (for example, the third party could be the designated Associate Dean responsible for PDFs in the Faculty or School).
26. We have discussed expectations for mode of address, professional behaviour (for example, punctuality), when to seek assistance, responsiveness to constructive criticism, and academic performance expectations. We agree to provide a research environment that is safe and free from harassment and to manage conflict and differences among members in a professional manner consistent with UBC's [Statement on Respectful Environment for Students, Faculty and Staff](#).



27. We have discussed what constitutes [academic](#) and [non-academic misconduct](#), and their consequences. We understand UBCO's commitment to [academic integrity](#) as well as the misconduct regulations for students as listed in the University Calendar, and have discussed how to model academic integrity in our own practice.
28. We have read [UBC Policy SC17: Sexual Misconduct Policy](#) and understand that sexual or intimate relationships between individuals where there is a supervisory role or where an individual has influence over a student's current or future academic activities, working conditions, or career advancement are Prohibited Relationships, even if the relationship is claimed to be consensual.

Date: _____

Signatures:

Postdoctoral Fellow

Supervisor

Websites linked in the above document:

<https://universitycounsel.ubc.ca/policies/postdoctoral-fellows-policy/>

https://universitycounsel.ubc.ca/files/2022/05/Postdoctoral-Fellows-Policy_AP10.pdf

<https://uilo.ubc.ca/researchers/commercialize-invention/inventions-inventorship-faq/ownership-inventions-ubc>

<https://hr.ubc.ca/working-ubc/respectful-environment>

<https://provost.ok.ubc.ca/initiatives/student-academic-success/faculty-resources-for-academic-integrity/>

<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/student-conduct-and-discipline/discipline-academic-misconduct>

<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/student-conduct-and-discipline/discipline-non-academic-misconduct-student-code-conduct#:~:text=President's%20UBC%20Okanagan%20Non%2DAcademic%20Misconduct%20Committee&text=The%20Committee%20is%20constituted%20to,if%20any%2C%20should%20be%20imposed>

https://universitycounsel.ubc.ca/files/2022/05/Sexual-Misconduct-Policy_SC17.pdf