

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:

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:
 - ⇒ Compensation
 - ⇒ Time off (holidays, sick days)
 - ⇒ Travel costs or moving expenses
 - ⇒ Teaching opportunities
- Be sure to discuss the different appointment types with your supervisor/mentor and discern which is most appropriate. For information regarding these classifications:
<http://www.grad.uwo.ca/postdoctoral/appointment.htm>

Complete the online appointment process

- Initiate an appointment by completing the Postdoctoral Scholar Appointment Form online at: <http://grad.uwo.ca/postdoctoral/scholarappointment/>
- Upon completing the form, your potential supervisor/mentor 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/mentor's authorization summarizing the details of your proposed appointment and requesting your confirmation

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. This must be completed prior to the commencement of the appointment.
- 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 (SSB 4180)
- 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

- Activate your Western Identity. Your Western Identity will allow you to access Western e-mail, Human Resources and WebCT systems. www.uwo.ca/its/identity/activation.html
- 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 and set up utilities (telephone, television, etc.). If you would like assistance visit: www.grad.uwo.ca/postdoctoral/housing.htm
- Review the SOGS health plan and decide if you would like to sign-up. To review the plan visit: www.uwo.ca/sogs/Benefits
- Arrange for transportation to London, Ontario and Western. For information on getting to London visit: www.grad.uwo.ca/postdoctoral/getting_to_london.htm

Additional Requirements for International Scholars:

- Apply for your Canadian Work Permit for yourself and your spouse (if applicable) www.cic.gc.ca/english/information/applications/work.asp
- Ensure you have adequate time to obtain a permit prior to your start of your appointment
- Apply for the University Health Insurance Plan (UHIP) www.uhip.ca/intro.aspx
- Apply for your Canadian Social Insurance Number (SIN) www.sdc.uwo.ca/int/visa/index.html?sin and to permanent residency, if desired www.cic.gc.ca/english/newcomers/about-pr.asp
- 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.health.gov.on.ca/en/public/programs/ohip/default.aspx
- For licensed drivers, obtain an Ontario drivers' license and register & insure your vehicle in Ontario
Drivers' License: www.drivetest.ca/en/license/ExchangeReciprocal.aspx
Vehicle Licensing: www.mto.gov.on.ca/english/dandv/vehicle/register.shtml

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:
 1. Complete door access and keys request form
 2. Opt-into the SOGS health plan, if needed. www.uwo.ca/sogs/Benefits
- Obtain your Western ONECard (i.e. your identification card), note: your photograph will be taken prior to the card being issued. www.grad.uwo.ca/postdoctoral/administrative.htm
- 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.ltconline.ca/Routes.htm and buy bus tickets at the campus Infosource
Bus identification cards must be purchased downtown www.ltconline.ca/Fares.htm
- Visit us at the School of Graduate and Postdoctoral Studies to receive your welcome package, create a researcher profile and you can provide your contact information to stay informed on important announcements regarding programs and events. grad.uwo.ca/contacts.htm

Within Your First Month:

- Complete safety and orientation training as required by your department and supervisor www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm
- Learn more and get involved with the Postdoctoral Association at Western (PAW) by visiting www.postdocs.uwo.ca or e-mailing postdocs@uwo.ca
- Book an appointment with a family physician: www.shs.uwo.ca/staff/staffhealth.html
- Tour the campus www.welcome.uwo.ca/preview/visitus/tour.html
- Look into the Campus Meal Plan, a great way to save money on food purchases on campus www.has.uwo.ca/hospitality/mealplan

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.westernmustangs.ca/

NOTE: the fee for scholars is a flat rate of \$19/month or \$171/year.

*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.