

## POSTDOC HANDBOOK

### Thinking About Becoming a Postdoc

#### **The School of Graduate and Postdoctoral Studies**

- Introduction 5

#### **Overview**

- What is a postdoc? 5
- Postdoctoral Fellow and Postdoctoral Associate 6
- Length of Term 6

#### **Supervision/Mentoring**

- Finding a Mentor – how and where at Western 6
- Questions to ask in choosing a Mentor 7

#### **Prospective International Postdocs**

- Work Permit 8
- Work Permit Extensions 8
- Employment for Spouses/Partners 8
- UHIP Information 9
- Income Taxes 9

#### **Relocating to London, Ontario**

- London Facts 10
- Cost of living 10
- Western in the community 10

### Appointment

#### **Becoming a Postdoc:**

- Overview 11

#### **Appointment Process**

- Issues for consideration 10
- Letter of Appointment 11
- Agreement or Contract 11
- Registration Form/Appointment Notice 12

#### **Re-appointment:**

- The Process 12

## Arrival

<b>Getting to London</b>	
• Air Travel	12
• Rail & Bus Travel	13
<b>Housing</b>	
• Off-Campus Housing	13
• Good Move, London	13
• Other Housing Information and Resources	13
• Resources for Initial Home Set Up	14
<b>Local Transportation</b>	
• London Transit Commission	14
• Bicycle Paths and Taxi	15
<b>Financial Information</b>	
• Financial Institutions	15
<b>Social Insurance Number</b>	
• Forms and Application Process	15
<b>Health Care</b>	
• Ontario Health Insurance Plan (OHIP)	16
• Faculty/Staff Family Practice Clinic	16
• Society of Graduate Students (SOGS) Health Coverage	16
• Walk-In Medical Clinics	17
<b>Schools</b>	
• Public/Separate School Boards	17
• Private Schools	18
<b>Child Care</b>	
• Early Childhood Education Centres	18
• Western Resources	18
<b>Driving in Ontario</b>	
• Out of Province	19
• Insurance and Registration	19
<b>Faith and Religion</b>	19
<b>Community Resources</b>	
• Meeting New People	20
• English as a Second Language	20

## Orientation

### Initial Administrative Responsibilities

- UWO email account 21
- Western ID Card 21
- Keys 21
- Parking passes 21

### Access and Available Services

- Western Libraries 22
- The Career Centre @ Western 22
- Teaching Support Centre 22
- Research Western 22
- Office of the Ombudsperson 22
- Campus Recreation 22
- Campus Meal Plan 23

### Additional Campus Services

- Information Technology Services (ITS) 23
- Book Store and Campus Computer Store 23
- Equity and Human Rights Services 23
- Research Ethics 23
- Postdoctoral Association at Western (PAW) 23
- Canadian Association of Postdoctoral Scholars (CAPS) 24

### Health and Wellness

- Campus Pharmacy 24
- Chiropractic Care 24
- Fowler Kennedy Sport Medicine Clinic 24

### UCC Shops and Services

24

## Duration of Postdoctoral Appointments

### Funding and Fellowships:

25

### Professional Development Opportunities

- The 360° Initiative 26
- The Teaching Support Centre 26
- The Career Centre @ Western 26
- Writing Support Centre 27

### Teaching at Western

27

### Conflict Resolution

27

### Travel

28

<b>Maternity and Parental Leave</b>	28
<b>For International PDF's</b>	
• Spouses applying for OHIP	28
• Spouses and Study	28
• Applying for Permanent Residency	29
<b>London and Area Entertainment</b>	
• Museums and Art Galleries	30
• Restaurants and Night Life	31
<b>Program Activities for Families and Children</b>	
• Spectrum Recreation Programs	31
• Sport Western	31
• Neighbourhood Day Camps	31
• Ontario early Years Centres	31

Completion

<b>Appointment End Date</b>	32
<b>Termination</b>	32

## The School of Graduate and Postdoctoral Studies

Western's School of Graduate and Postdoctoral Studies is here to provide some assistance to new postdocs and their families with their transition to the University and to the community of London, Ontario.

Becoming part of a new community and institution is an exciting and often challenging time for you and your entire family. The School of Graduate and Postdoctoral Studies can assist with many of your information needs, so please contact us to help make your transition as smooth as possible.

The School of Graduate and Postdoctoral Studies acts as a central information resource on a variety of topics including, but not limited to the following:

- information on the appointment process
- orientation information and materials
- professional development opportunities
- the many services provided to you through Western
- living in London and information about city and the surrounding area
- healthcare and financial resources
- childcare including schools, daycare, camps, programs and special needs

For further information on the services provided by the School of Graduate and Postdoctoral Studies please contact:

Andrea Legato  
Coordinator, Graduate Student Recruitment and Retention  
The School of Graduate and Postdoctoral Studies  
519-661-2111 ext. 81130  
[alegato2@uwo.ca](mailto:alegato2@uwo.ca)

## Thinking About Becoming a Postdoc?

### 1. OVERVIEW:

#### What is a Postdoc?

The University defines a postdoctoral fellow (PDF) or postdoctoral associate (PDA) as an individual who meets the following criteria:

- the individual completed his or her doctoral degree within three years of the appointment;
- the appointment is viewed as preparatory for a full-time academic or research career;
- the appointment involves full-time research and scholarship;
- the individual will work under the supervision of a faculty mentor and often as part of a larger research team; and,
- the individual is encouraged and expected to publish the results of his or her independent research during the period of the appointment.

## Postdoctoral Fellows and Postdoctoral Associates

Effective January 1, 2008, there are two types of relationships that faculty mentors and potential new postdocs can choose to enter into – the traditional "independent contractor" relationship and the new "employment" relationship. This initiative was undertaken to better meet both the personal needs of the postdoc and the mutual research interests of the postdoc and his/her faculty Mentor.

**Postdoctoral Associates (PDAs):** Those who fall within this category are employees of the University. As employees, PDAs will have income taxes, as well as Canada Pension Plan (CPP) and Employment Insurance (EI) premiums deducted from their monthly income. PDAs are now unionized and are represented by the Public Service Alliance of Canada, which is currently in negotiations with Western for the first collective agreement.

**Postdoctoral Fellows (PDFs):** The majority of postdocs at Western fall into this category. These individuals are independent contractors, meaning they are not University employees. No statutory deductions are taken by Western (CPP, EI) and PDFs are responsible for remitting all income taxes on their own.

Please note, however, that postdoctoral fellows who are funded directly by a granting agency and do not receive payment through the Western Human Resources system are not eligible for employment status.

*Please note that from this point forward in the Handbook, "postdocs" will be used when referring to postdoctoral fellows and postdoctoral associates collectively.*

### Length of Term

The appointment of a PDF or PDA is time-limited and not ongoing. Generally, PDFs and PDAs are appointed for a term of **one to four years**, with the possibility of a one year renewal.

## 2. SUPERVISION AND MENTORING:

### Finding a Mentor at Western

Faculty members may recruit postdocs directly by whatever method they deem appropriate, e.g. personal contacts, response to inquiries, advertisements in local, national or international press. If you would like to get in touch with a researcher at Western who shares your research interests you may contact an academic department directly.

For information about our experts use [Contact Western](#), an online index that will help direct you to any of the 850 listed researchers and scholars here at the University of Western Ontario. You may search by individual name, subject, or faculty/department.

### Questions to Ask in Choosing a Mentor

The best time for a postdoc to evaluate a potential postdoctoral position is **before** signing on. It is difficult to adjust the major conditions of an appointment once it is underway.

Experienced postdocs and faculty mentors suggest the following questions be asked of (and about) a prospective mentor:

1. What are the mentor's expectations of the postdoc?
2. Will the mentor or the postdoc determine the research program?
3. How many postdocs has this mentor had? Where did they go afterward?
4. What do current and past lab members think about their experience?
5. Will the mentor have time for mentoring? Or should I seek out other mentors?
6. How many others (grad students, staff, and postdocs) now work for this mentor?
7. How many papers are being published? Where?
8. What is the mentor's policy on travel to meetings? Authorship? Ownership of ideas?
9. Will I have practice in grant writing? Teaching/mentoring? Oral presentations? Review of manuscripts?
10. Can I expect to take part of the project away after the postdoc?
11. How long is financial support guaranteed? On what does renewal depend?
12. Can I count on help in finding a position?
13. Will the mentor have adequate research funds to support the proposed Research?

*Excerpt from Enhancing the Postdoctoral Experience for Scientists and Engineers, A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies, National Academy Press, Washington, DC.*

For the complete text visit: [www.nap.edu/books/0309069963/html](http://www.nap.edu/books/0309069963/html)

### **3. PROSPECTIVE INTERNATIONAL POSTDOCTORAL FELLOWS:**

This section includes broad information on the immigration process for foreign nationals moving to Canada, including work permits and work permit extensions. It is not meant to be exhaustive as each immigration case is unique to the individual and personal circumstances may differ.

A foreign national is defined as an individual who is neither a Canadian citizen nor a permanent resident.

#### **Work Permit**

If you are a prospective postdoc who is neither a Canadian citizen nor permanent resident, you must apply for a Citizenship and Immigration Canada (CIC) "work permit" in your current

country of residence (provided you have a valid residence permit in that country) **PRIOR** to leaving for London to take up your fellowship.

Steps for applying for a work permit:

- Obtain a passport that is valid for the time period you anticipate being in Canada.
- Secure an engagement letter from your prospective supervisor which includes the term of the appointment and the amount and source of funding support.
- Complete the Citizenship and Immigration Canada work permit application. (<http://www.cic.gc.ca/english/information/applications/work.asp>)
- Submit your application the Canadian visa office responsible for your area. Consult the relevant office regarding accepted methods of submitting applications (i.e. general mail, in person, by courier...). Review the final application closely prior to submission to ensure all required documents are included.
- You will be required to pay a non-refundable application processing fee of \$150 Canadian (or the equivalent in your local currency).
- In some cases you may require a medical examination. If so, you will be informed by an immigration officer who will send you instructions on how to proceed. This may add over three months to the processing of your application.
- Applications are processed at the Canadian immigration office outside Canada. This information is then electronically transferred to port of entries in Canada. Once your application has been processed you will receive a "Letter of Approval and a Work Visa stamped on your passport. With this you can then travel to Canada
- You must show this letter to the Customs officer when you arrive in Canada.

### **Work Permit Extensions**

Work permits can normally be extended as necessary for the duration of your job offer. Postdocs who already have a valid CIC work permit and who wish to extend their stay in Canada should submit a CIC 'Application to Change Conditions, Extend My Stay or Remain in Canada form' ([www.cic.gc.ca/english/information/applications/extend-worker.asp](http://www.cic.gc.ca/english/information/applications/extend-worker.asp)). This should be submitted at least 30 days before the expiry date.

### **Employment for Spouses/Partners**

Spouses of international postdocs are entitled to work in Canada, but must first obtain employment authorization. This can be done once the postdoc and their spouse have arrived here in Canada. More information and forms are available from Citizenship & Immigration Canada ([www.cic.gc.ca/english/visit/index.asp](http://www.cic.gc.ca/english/visit/index.asp))

Please be aware that the School of Graduate and Postdoctoral Studies is not responsible for securing employment for your spouse or partner. Finding a job that matches your skills, education and qualifications may take time. Locally, there are many programs and services that can help your spouse or partner get the process started:  
[www.welcome.london.ca/working/get-a-job.htm](http://www.welcome.london.ca/working/get-a-job.htm)

## University Health Insurance Plan

As a Temporary Worker of Canada, you will be covered by [Ontario Health Insurance Plan \(OHIP\)](#) only from the fourth month of your arrival to Canada. As such, you are required to purchase a health insurance plan for first three months through [University Health Insurance Plan \(UHIP\)](#). You must hold a valid work permit issued by Citizenship and Immigration Canada.

## Income Tax

Unless you are paying income tax in your home country, you must pay income tax on your earnings here in Canada. All Canadians are required to pay taxes which support health care, education systems, and infrastructure such as roads, street lighting, signage, water service and maintenance, law enforcement, and more. International postdocs are required to pay taxes on all income earned in Canada from their date of arrival.

*It is the responsibility of the individual to remit all taxes annually to [Canada Revenue Agency](#)*

**Postdoctoral Associates** – Postdoctoral associates are University employees and are coded as such in the Human Resources system. Accordingly, these individuals will receive a T4 form from Western reporting their annual income. The University is required to withhold income tax, Canada Pension Plan (CPP) and Employment Insurance (EI) from the monthly income of all its employees.

**Postdoctoral Fellows** – Most postdocs on campus fall into this category. These individuals are independent contractors at the University. Their income is reported on a T4A form as research grant income. As such, their income is subject to income tax but it is the responsibility of the individual postdoctoral fellow to remit all taxes owing to the CRA. As these individuals are not employees, no deductions for CPP and EI are withheld by Western.

If you are unsure as to how you are currently coded on the Human Resources system, please contact Western's Human Resources Department at: [hr-communication@uwo.ca](mailto:hr-communication@uwo.ca)

For a self-directed course on how to file taxes, please consult CRA's [website](#)

## 4. RELOCATING TO LONDON, ONTARIO:

An important factor in deciding where to take a postdoc is the quality of life that you can expect. London, Ontario is a beautiful city with a local population of over 430,000 people. It is located about 2 hours from Toronto and Detroit, Michigan. London is called the Forest City because it has miles of beautiful pathways and acres of rolling parkland. An extensive trail system runs along the Thames River, right onto Western's campus, for walking, running, biking or rollerblading.

*Please be aware that the School of Graduate and Postdoctoral Studies does not provide funds for relocation expenses.*

### London Facts

- Canada's tenth largest city
- Londoners with a second language 66,500
- Walking [paths](#) total 60 km
- The city has more than 30 major [festivals](#)

- Temperatures range from a July (Summer) average in the 26° C range to a January (Winter) average of – 7° C.
- Home to the London's OHL team the [London Knights](#)

For further information about the city and region see [London Ontario QuickFacts](#) and view London [maps](#).

## Cost of Living

Compared to London, *overall* cost of living in Toronto is 33.4% higher, in Vancouver it is 18.5% higher, Montreal it is 13.8% higher, and Alberta it is 13.7% higher. The following indicates *monthly rental* pricing:

Monthly Rent	London	Toronto	Vancouver	Montreal	Calgary
Average monthly rent for a 500 sq. ft. apt.	\$589	\$1,103	\$840	\$760	\$810
Differential		\$514	\$251	\$171	\$221

For an average 2 bedroom apartment in London (2008) rent is approximately \$834, and for a 3 bedroom the average rent is \$ 967.

The average cost of a 2-storey home is \$230,000.

The following day-to-day items might help provide a sense of what things cost:

- City bus fare \$2.75 (monthly "Citipass" \$81.00)
- London Free Press Newspaper \$1.00
- Meal in a restaurant \$6.00 - \$25.00 per person
- Movie \$7.50 - \$15.00 (adult)
- Letter within Canada \$0.54
- International Postage (letter) \$1.65
- London Free Press (newspaper) \$1.00

## Western in the Community

The University of Western Ontario is one of the oldest and most beautiful universities in Canada. At Western, our tradition of excellence continues to draw exceptional faculty and students from around the world. As a leading research-intensive university, Western is also recognized for its diverse combination of undergraduate, graduate and professional programs.

Since our first graduating class in 1883, Western has become a vibrant centre of learning with 1,279 faculty members, 4,000 graduate students and over 33,000 undergraduate students. With 12 Faculties and Schools, and three affiliated University Colleges, Western offers more than 200 different undergraduate programs.

With more than \$600 in research-related spending per city resident, Western makes the highest per capita investment in public research of any university located in one of Canada's 10 largest cities. Western's economic impact on the local community is estimated to be about \$1.5 billion.

## Appointment

### 1. BECOMING A POSTDOC:

#### Overview

As a general rule, to become a postdoc you must first contact a researcher at Western who shares your research interests and can therefore serve as your research supervisor or faculty mentor. You will also need financial support. Typically, there are three potential sources of financial support for postdocs:

- a fellowship from an external agency;
- a fellowship or salary paid through a professor's grants or contracts; or,
- a fellowship or salary paid by a research unit of the University.

### 2. APPOINTMENT PROCESS:

The decision of whether a potential postdoc enters into an independent contract or an employment relationship is something to be discussed by the faculty mentor and the potential postdoc. It is an important decision about how the two parties wish to frame their working relationship and how the postdoc will receive his or her compensation.

#### Issues for Discussion

- compensation
- holidays/vacation time
- sick days
- maternity/parental leave, if appropriate
- travel costs or moving expenses
- teaching opportunities

#### Letter of Appointment

An Appointment Letter, obtained through Human Resources, is used by the faculty mentor when initially offering an individual a position as a postdoc. This letter can be used for either a postdoctoral fellow or a postdoctoral associate.

#### Agreement or Contract

A postdoc will be required to sign either a formal Postdoctoral Fellow Agreement if he or she is to be appointed as an independent contractor, or an Employment Contract. This can be done in advance or upon his or her arrival at Western, whichever is most appropriate. In either case this must be completed prior to the commencement of the appointment.

#### Registration Form/Appointment Notice

Your department or faculty must complete either a Postdoctoral Fellow Registration Form or a Postdoctoral Associate Appointment Notice, available from the Human Resources web site: [uwo.ca/humanresources/leadermanager/postdoc/index.htm](http://uwo.ca/humanresources/leadermanager/postdoc/index.htm)

*\*Regardless of whether you're a postdoctoral fellow or postdoctoral associate, all contracts and agreements, as well as either a Postdoctoral Fellow Registration Form or a Postdoctoral Associate Appointment Notice, must be signed and submitted by your Faculty/Department to Human Resources so that you can be entered into the Human Resources system. Once you are in the Human Resources system you are able to receive your Western identification card and computer access, which will allow you to access other services at Western as well.*

### **3. REAPPOINTMENT:**

#### **The Process**

In order to renew your postdoc appointment, you will need to complete and submit to Human Resources a **new** Postdoctoral Fellow Agreement or Employment Contract. Please note, however, that the maximum period that an individual can be appointed as a postdoc at Western is five years.

## Arrival

### **1. GETTING TO LONDON:**

London, Ontario sits on the north side of the junction of Highways 401 and 402 in the heart of Southwestern Ontario. From Highway 401 there are three northbound exits, and from Highway 402, there are two exits. In addition, there are numerous smaller regional highways that enter the city from all directions. This includes Highway 2 from Woodstock, which feeds through Dundas Street direct to City Centre, Highway 7 West/Highbury from Stratford, and Highway 4 from St. Thomas (from the South).

#### **Air Travel**

London International Airport is the 12th busiest passenger airport in Canada, serving about 350,000 travelers annually. There is direct air service to the United States, the Caribbean and many major Canadian cities by six airlines. Further information and flight details can be found by contacting them directly:

1-888-247-2262

[www.londonairport.on.ca](http://www.londonairport.on.ca)

#### **Rail and Bus Services**

The VIA Rail station is located in downtown London, near major hotels, attractions and restaurants. Regular connections to Toronto, Sarnia and Windsor serve the London station. For train bookings please contact Via Rail Reservations:

1-888-842-7245

[www.viarail.ca](http://www.viarail.ca)

RobertQ Airbus and the Aboutown Airbus Express provide ground transportation to and from Toronto's Pearson International Airport, and to and from Detroit Metropolitan Airport. Greyhound Canada provides daily service to London from most major cities with either direct routes or connections through Toronto. The bus terminal is located downtown near the Via Rail station.

RobertQ: [www.robertq.com/Airbus/index.html](http://www.robertq.com/Airbus/index.html)

Greyhound Canada: [www.greyhound.ca](http://www.greyhound.ca)

## 2. HOUSING:

London offers a broad range of housing options right across the city. Whether you are interested in owning, building or renting, London has lots to offer.

### Off-Campus Housing

Western's Off-Campus Housing Service maintains a list of housing available throughout the City of London. The listings may be viewed seven days per week (including weekends and statutory holidays) in Room 109, Elgin Hall from 8:30 a.m. until 6:30 p.m., staff hours are 8:30 am to 4:30 pm Monday through Friday. Brochures and telephone service are available at no charge. Computers are available to create personalized housing searches based on amenities such as rental price, location and housing type. For more information, contact Off-Campus Housing at (519) 661-3550: [off-campus.housing@uwo.ca](mailto:off-campus.housing@uwo.ca) or visit the web site at [www.uwo.ca/hfs](http://www.uwo.ca/hfs).

### Good Move, London

Some general information on housing in the London area can be found on the Good Move, London website found at: [www.goodmovelondon.com/living/housing](http://www.goodmovelondon.com/living/housing). This site contains information on both rental and purchase properties, as well as hotels and other short-term accommodations.

### Other Resources

Other housing listings for the city of London and surrounding area can be found in the London Free Press, Kijji London, Academic Homes, Sabbatical homes and ByTheOwner.com at:

[www.lfpress.ca/classifieds](http://www.lfpress.ca/classifieds)  
[london.kijiji.ca/f-housing-W0QQCatldZ34](http://london.kijiji.ca/f-housing-W0QQCatldZ34)  
[www.academichomes.com/](http://www.academichomes.com/)  
[sabbaticalhomes.com](http://sabbaticalhomes.com)  
[ByTheOwner.com](http://ByTheOwner.com)

### Resources for Initial Home Setup

The following information provides a broad overview of essential services necessary to set up your home.

Electricity  
London Hydro  
[www.londonhydro.com](http://www.londonhydro.com)

519.661.5503

Heat

Union Gas

[www.uniongas.com/](http://www.uniongas.com/)

519.439.0151 Toll Free Number: 1.888.774.3111

Water Heater Sales/Rentals

Union Energy

[www.unionenergy.com/](http://www.unionenergy.com/)

519.686.7554 Toll Free Number: 1.888.718.6466

Phone Connection, Cell, Cable & High Speed Internet  
Through Bell Canada

[www.bell.ca/shop/application/commercewf](http://www.bell.ca/shop/application/commercewf)

Toll Free Number: 1.800.668.6878

Phone Connection, Cell, Cable & High Speed Internet  
Through Rogers Canada

[www.rogers.ca/](http://www.rogers.ca/)

Toll Free Number: 1.800.980.5464

Home Internet Use through Western

Free dial in Service to a maximum of 40 hours per month

[www.uwo.ca/its/accounting/offcampus-access.html](http://www.uwo.ca/its/accounting/offcampus-access.html)

Local Newspaper

The London Free Press

[www.fyilondon.com/cgi-bin/publish.cgi?s=contactus&h=departments](http://www.fyilondon.com/cgi-bin/publish.cgi?s=contactus&h=departments)

Garbage/Recycling Collection

Pickup is according to City Zone

[www.city.london.on.ca/Cityhall/EnvServices/zonemap\\_pdf.htm](http://www.city.london.on.ca/Cityhall/EnvServices/zonemap_pdf.htm)

519.661.4585

Landlord and Tenant Board

Provincial government service to contact with your landlord and tenant issues

[www.ltb.gov.on.ca](http://www.ltb.gov.on.ca)

1.888.332.3234

### **3. LOCAL TRANSPORTATION:**

#### **London Transit Commission**

There are several transportation options available in London, Ontario. London is served by an extensive bus network with regular access to the University area. Timetables and maps are available at the Information Desk at the University Community Centre and on-line at [www.londontransit.ca/index.htm](http://www.londontransit.ca/index.htm). Tickets can be purchased at the UCC and dozens of shops throughout the city displaying the London Transit Commission logo. A monthly Citipass (unlimited ridership) will cost \$81.00 per month, and a Weekday pass will cost \$69.00 per month.

***Please be aware that postdocs are not eligible for the SOGS Bus Pass.***

## Bicycle Paths and Taxi

The City of London supports bicycling as an active way to enjoy the outdoor features London has to offer either as a recreational pastime or as an alternative means of personal transportation. For routes and general guidelines please visit:

[www.city.london.on.ca/Mapphoto/bikepage.htm](http://www.city.london.on.ca/Mapphoto/bikepage.htm)

### **Taxi Services:**

About town Taxi                    519.432.2222  
U-NEED-A-CAB                    519.438.2121  
Checker Limousine & Airport Services    519.659.0400

## 4. FINANCIAL INFORMATION:

Canadian and Ontario Taxes (GST & PST)

Canada Customs and Revenue Agency

[www.ccr-aadrc.gc.ca/](http://www.ccr-aadrc.gc.ca/)

## Financial Institutions

### **Banks:**

Bank of Canada	<a href="http://www.bankofcanada.ca/en">www.bankofcanada.ca/en</a>
Laurentian Bank of Canada	<a href="http://www.laurentianbank.com/">www.laurentianbank.com/</a>
Bank of Montreal	<a href="http://www4.bmo.com/">www4.bmo.com/</a>
National Bank of Canada	<a href="http://www.nbc.ca/">www.nbc.ca/</a>
CIBC	<a href="http://www.cibc.com/ca/personal.html">www.cibc.com/ca/personal.html</a>
Royal Bank of Canada	<a href="http://www.rbc.com/">www.rbc.com/</a>
HSBC Canada	<a href="http://www.hsbc.ca/hsbc">www.hsbc.ca/hsbc</a>
Scotiabank	<a href="http://www.scotiabank.com/">www.scotiabank.com/</a>
ING Financial Services	<a href="http://www.ing.com/us">www.ing.com/us</a>
TD CanadaTrust	<a href="http://www.td.com">www.td.com</a>

### **Credit Unions:**

Libro Financial	<a href="http://www.libro.ca">www.libro.ca</a>
Ukrainian Credit Union	<a href="http://www.ukrainiancu.com">www.ukrainiancu.com</a>
Credit Union Central of Ontario	<a href="http://www.ontariocreditunions.com">www.ontariocreditunions.com</a>
Credit Union Central of Canada	<a href="http://www.cucentral.ca/">www.cucentral.ca/</a>

## 5. SOCIAL INSURANCE NUMBER (SIN):

### Forms and Application Process

The application form for a Social Insurance Card can be downloaded from the following site:

[www.hrsdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sn](http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sn)

Applications can also be obtained in person downtown at the London Service Canada Centre located at 457 Richmond St, 519.645.5944 (Mon-Fri 8:30 – 4:00 pm.)

You will need your passport and work permit to apply for your SIN. If you are a temporary worker you will be given a temporary SIN number that will have an expiry date. All 900 series Social Insurance Numbers will only be valid for the length of the employee's work visa, to a maximum of five years.

If you are a temporary foreign worker (on a work permit) and apply for permanent residence status, you must reapply for a permanent SIN

## **6. HEALTH CARE:**

### **Ontario Health Insurance Plan (OHIP)**

The Ontario government sponsors basic health care under the Ontario Health Insurance Plan (OHIP), paid through income taxes. Information on OHIP can be found at [www.health.gov.on.ca/english/public/program/ohip/ohip\\_mn.html](http://www.health.gov.on.ca/english/public/program/ohip/ohip_mn.html)

Individuals new to Ontario must obtain a health card. Each member of your family will require his/her own health card. This card will need to be presented each and every time you visit a health care professional who bills through OHIP (e.g. University Staff/Faculty Family Practice Clinic, visit to a specialist). Your OHIP card will have your photo and an expiry date linked to your date of birth.

This card can be obtained from the OHIP office located at 217 York Street (at the corner of Clarence and York), 5th Floor (Monday, Tuesday, Thursday, Friday 8:30 am - 5:00 pm, Wednesday 8:30 am - 6:00 pm). You must bring three pieces of valid identification that show:

- Validated work permit
- Proof of Ontario residency (e.g., Driver's license, bank statement, must be an original document)
- Proof of identity (e.g., Social Insurance Number, with signature, passport)

There is a mandatory three-month "waiting period" after you have registered for OHIP before this coverage begins (with the exception of babies born in Canada and living in Ontario); however, you can apply immediately upon entering Canada. For individuals who are not covered by OHIP, coverage will be provided to you and your family through The University Health Insurance Plan (UHIP) until the end of your three-month waiting period. It is advisable to apply for UHIP immediately upon receiving confirmation of your postdoc appointment. More information on UHIP is available online: <http://www.sdc.uwo.ca/int/services/index.html?uhip>.

### **Faculty/Staff Family Practice Clinic**

This facility is located on the lower level of the University Community Centre. The Clinic provides health care services to University faculty, postdoctoral fellows and associates, and staff members and their spouses and children who do not currently have a family physician. This clinic operates in the same capacity as Family Practice Clinics throughout the city.

Postdoctoral Fellows and Associates are asked to register for the Clinic on the web at [www.sffpc.uwo.ca](http://www.sffpc.uwo.ca)

### **Society of Graduate Students (SOGS) Health Coverage**

Postdocs may opt-into the SOGS health plan. Please note that proof of status is required. A special premium has been arranged with the insurance provider consisting of the regular premium plus a small opt-in fee. The SOGS health plan has grown to include basic dental care and expanded vision coverage.

By paying an additional family coverage fee, you can enrol your spouse or partner, of either the same or opposite sex, who is publicly represented as a "spouse", and any children under 21 years of age (25 if they are still attending school).

More specific details about the plan and the opt-in form can be found at [www.uwo.ca/sogs/Benefits/opt.html](http://www.uwo.ca/sogs/Benefits/opt.html)

To view a copy of the Health Plan Brochure please visit: [tools.snaponline.ca/files/092605-2150/52478/34624.pdf](http://tools.snaponline.ca/files/092605-2150/52478/34624.pdf)

### **Walk-In Medical Clinics**

Walk-in medical clinics provide quick medical care for people who are sick and do not have a family doctor or are unable to reach their family doctor. Appointments are generally not needed. It is best to call before visiting to check the clinic's hours as they are subject to change. For a complete list of available clinics in the London region please see [thehealthline.ca/listServices.aspx?id=17&Region=London](http://thehealthline.ca/listServices.aspx?id=17&Region=London)

## **7. SCHOOLS:**

### **Public Schools**

The province of Ontario has two publicly funded school systems at the primary and secondary school level: public (non-denominational) and separate (Roman Catholic). The curriculum across the public school system is set by The Ministry of Education and English is the language of instruction within both school systems. French Immersion programs are offered which provide most, if not all, subjects in French. For children of francophone parents, there is a separate French Language school board.

The school year (for most schools) begins in September and ends in June. The grade a child enters is based on where the child's birthday falls within the January to December calendar year. The school that your child/ren attends will depend on the school zone determined by your home address.

Elementary school programs (primary) begin at the Junior Kindergarten and Senior Kindergarten level for children who are four years of age. Please note that Kindergarten is generally half day, either a morning or afternoon session, so additional childcare may be required.

The Ontario Ministry of Education  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

Thames Valley District School Board  
[www.tvdsb.on.ca](http://www.tvdsb.on.ca)

Catholic District Separate School Board  
[www.ldcsb.on.ca](http://www.ldcsb.on.ca)

French Public District School Board  
[esip.edu.gov.on.ca/english](http://esip.edu.gov.on.ca/english)

French Catholic District School Board  
[esip.edu.gov.on.ca/english](http://esip.edu.gov.on.ca/english)

## Private Schools

For information on private schools in Ontario, please refer to the website for the Canadian Association of Independent Schools found at: [www.cais.ca](http://www.cais.ca)

## 8. CHILD CARE:

Childcare programs are licensed and monitored by the Ministry of Children and Youth Services under the Day Nurseries Act. The regulations of the Act are designed to ensure standards for health, safety, development and learning are met, in settings where more than five children of different parents are cared for.

Full time daycare fees will start at approx. \$160 per child per week. Some programs offer discount rates for siblings.

**Due to high enrolment rates and availability, it is recommended that you apply as soon as possible to ensure a spot at any childcare facility.**

## Early Childhood Education Centres

These centre-based child care programs in London operate year-round and are located in schools, workplaces, churches or free standing buildings:

[info.london.on.ca/list.asp?pathid=792](http://info.london.on.ca/list.asp?pathid=792)

At [familyinfo.ca](http://familyinfo.ca) you will find a listing of childcare centers in the area that you are looking, as well as information on programs for children ages 0-6, a directory of resources, and event listings.

The YMCA of Western Ontario operates 29 licensed programs in a variety of locations throughout London, and Middlesex, Oxford and Elgin Counties. Their programs deliver a stimulating learning experience to children in a safe and supportive environment.

[ymcawo.ca/ChildCareWeb/childcare.html](http://ymcawo.ca/ChildCareWeb/childcare.html)

The Ministry of Children and Youth Services provides you with information about licensed child care in Ontario and offers a search of licensed centres:

[www.ontario.ca/ONT/portal51/licensedchildcare](http://www.ontario.ca/ONT/portal51/licensedchildcare)

## Western Resources

### University Child Care

To accommodate the growing childcare needs of the Western community, the University opened a new on-campus childcare center in September 2004. More information on the Western YMCA childcare facility can be found at:

[www.londony.ca/childcare/childcare.html](http://www.londony.ca/childcare/childcare.html)

### UCC Flexible Child Care

Room 40, UCC Building  
519.661.4094

Operated by the YMCA, Flexcare accepts children ranging from 18 months to 5 years and it is open Monday to Friday from 7:30 a.m. to 5:30 p.m.

[www.usc.uwo.ca/flexcare](http://www.usc.uwo.ca/flexcare)

### University Laboratory Preschool

The University Laboratory Preschool is administered by the Department of Psychology as a state of the art preschool and as a research and demonstration facility. More information on the University Preschool can be found at:

[www.thelabschool.uwo.ca/](http://www.thelabschool.uwo.ca/)

Further information on child care programs, services and resources in the community can be found on the SGPS Family Friendly website:

[www.grad.uwo.ca/current\\_students/family\\_friendly.htm](http://www.grad.uwo.ca/current_students/family_friendly.htm)

## **9. DRIVING:**

The province of Ontario has 12 driver's license classes. Each class qualifies you to drive a different type of vehicle. The "G" license is the most common, allowing the driver a full license to operate any car, van or small truck.

The Ministry of Transportation Driving Licensing website is located at:

[www.mto.gov.on.ca/english/dandv/driver/](http://www.mto.gov.on.ca/english/dandv/driver/)

### **Out of Province**

If you have a valid driver's license from another province or country, you may use that license for up to 60 days in Ontario. At the end of two months, you will be required to apply for an Ontario driver's license.

For more information on exchanging an Out-of-Province Driver's License, please visit the following website for more information: [www.drivetest.ca/en/license/ExchangeOutProv.aspx](http://www.drivetest.ca/en/license/ExchangeOutProv.aspx)

### **Insurance and Registration**

Information about registering vehicles can be found at

[www.mto.gov.on.ca/english/dandv/vehicle/index.html](http://www.mto.gov.on.ca/english/dandv/vehicle/index.html)

All licensed vehicles in this province must carry a minimum level of liability insurance. Vehicle insurance in Ontario is private, and there are many companies to choose from in the London area.

## **10. FAITH AND RELIGION:**

London is a city of cultural, ethnic and religious diversity. It offers a wide and cosmopolitan range of opportunities to worship for followers of both mainstream and alternative faiths.

Churches and other places of Worship:

[www.yellowpages.ca/search/si/1/00289200/London%2C+ON/rca-00289200-Churches-Other-Places-of-Worship](http://www.yellowpages.ca/search/si/1/00289200/London%2C+ON/rca-00289200-Churches-Other-Places-of-Worship)

Churches in London: [relocatecanada.com/london/church.html](http://relocatecanada.com/london/church.html)

London Jewish Community: [www.jewishlondon.ca/ljc](http://www.jewishlondon.ca/ljc)

Islamic Organizations in London: [www.islamiccentre.ca/links/islamic\\_organizations.html](http://www.islamiccentre.ca/links/islamic_organizations.html)

Hindu Cultural Centre: [www.hcclondon.ca](http://www.hcclondon.ca)

## 11. COMMUNITY RESOURCES:

### Meeting New People

Community associations, networking groups and volunteer opportunities are a great way to meet people and get to know a new city. London has lots of these options to choose from.

London Newcomers Club is an organization for those who are new to London and interested in meeting others through participation in a variety of fun and social activities.

[www.londonnewcomersclub.com](http://www.londonnewcomersclub.com)

Club Number: 519.641.5777

Cross Cultural Learner Centre provides assistance to newcomers and minority groups in the London area to enable community involvement, cultural expression and enrichment and the development of political, social and environment awareness: [www.lcclc.org/home.htm](http://www.lcclc.org/home.htm)

Pillar Nonprofit Network supports nonprofit organizations in London and area through the promotion of volunteerism, professional development, networking, and information.

[www.pillarnonprofit.ca](http://www.pillarnonprofit.ca)

Associations in London:

[www.yellowpages.ca/search/si/1/associations/London/rca-00308002-Clubs](http://www.yellowpages.ca/search/si/1/associations/London/rca-00308002-Clubs)

Programs and Services for Newcomers: [www.info.london.on.ca/community\\_services.asp](http://www.info.london.on.ca/community_services.asp)

Ethnocultural Groups: [www.info.london.on.ca/list.asp?pathid=826](http://www.info.london.on.ca/list.asp?pathid=826)

The City of London: [www.london.ca](http://www.london.ca)

### English as a Second Language

Although Canada has two official languages, English and French, the vast majority of people in London and Middlesex County speak English. English as a Second Language (ESL) programs provide instruction in the English language for individuals whose first language is other than English.

ESL Schools: [info.london.on.ca/list.asp?pathid=1034](http://info.london.on.ca/list.asp?pathid=1034)

Language Instruction for Newcomers to Canada (LINC): [www.lcclc.org/language.htm](http://www.lcclc.org/language.htm)

## Orientation

The following information provides a broad overview on administrative tasks, some of which must be completed upon your arrival to Western as well as resources available to you through the University. The departmental secretary in your academic unit should be able to provide you with more information specific to your department.

## 1. ADMINISTRATIVE RESPONSIBILITIES

These resources should help you get settled on campus during your first days at Western.

### Western ID Card

Within your first week of arrival, you will need to obtain your Western ID card. This card can be obtained through the Office of the Registrar located in room 190, Stevenson-Lawson Building. You will need your ID number (from Human Resources) as well as a piece of photo identification to obtain your ID card.

### E-Mail Account

The University will normally provide an e-mail account to all faculty, staff and students, to be used in conjunction with their duties or activities at the University. Postdocs with an active appointment in HR/Payroll are automatically issued a Personal Computer Account (PCA).

In order to activate your account you will need to go to the ITS [Acceptable Use Policy](#) page. You will need to know your Personal Computer Account Login name and password. If you do not know your login name and password, please call the Computer Accounts Office at 519 661-3800 and provide your Western ID number to identify yourself. If you do know your Western ID number, please contact Human Resources at 519 661-2194. Your account will normally be activated within 2 hours.

### Keys

Keys to an office, laboratory, and relevant buildings are obtained from the Keys Office located in Room 2380 of the Support Services Building. You will need to provide a signed key requisition form which can be obtained from departmental administrators. A Western ID card MUST be shown to obtain keys.

### Parking

Parking on the Western campus is limited and permits must be purchased by all academic staff, staff and students wishing to park vehicles on campus. Parking permits are transponders that activate electronic gates. This transponder can be obtained from Parking Services online or from Room 4150 of the Support Services Building. To obtain your permit, you will need to provide Parking Services with the make/type of vehicle and License plate number as well as your Western ID number.

Information and rates for all parking permits can be found at:  
[www.uwo.ca/parking/rates.html](http://www.uwo.ca/parking/rates.html)

\*A transponder deposit of \$30.00 is required when first purchasing your parking permit. This deposit will be returned to you when the transponder has been returned to parking services.

## 2. ACCESS TO AVAILABLE SERVICES

Your Western ID Card provides you with access to a variety of facilities and services on the university campus.

## **Western Libraries**

Western Libraries is dedicated to the support research, teaching and Learning at Western. With 7 service locations located throughout campus, Western libraries has substantial electronic and print resources designed to serve faculty, staff, postdocs and students.

Access to services at the Western Libraries can be found at: [www.lib.uwo.ca](http://www.lib.uwo.ca)

Map of Library locations: [www.lib.uwo.ca/maps/](http://www.lib.uwo.ca/maps/)

## **The Career Centre @ Western**

During your time at UWO the Career Centre @ Western is available to help you along the path to your future goals. Postdocs can take advantage of career counselling appointments to explore career options or get assistance with your CV or interview skills. There is also a drop-in Employment Help Centre for assistance with all of your job search needs, and some available career workshops on topics such as academic interview strategies, and successfully finding work. For further information on career support please visit [www.career.uwo.ca](http://www.career.uwo.ca)

## **Teaching Support Centre**

The Teaching Support Centre works with Faculty, students, postdocs and staff to advance teaching and learning in the classroom. Workshops and learning opportunities are presented throughout the year to assist in continual academic growth. Many of these are open to all postdocs.

More information can be found at: [www.uwo.ca/tsc/index.html](http://www.uwo.ca/tsc/index.html).

## **Research Western**

Research Western provides support for research program development, compliance, human resources, purchasing, technology transfer, financial, and general grant administration. Full information on Research Western can be found at: [www.uwo.ca/research/research\\_start.html](http://www.uwo.ca/research/research_start.html)

## **Office of the Ombudsperson**

The Office of the Ombudsperson is available to provide advice and information to members of the Western community who may have a question about a university policy or procedure, or who would like some suggestions on handling a difficult situation with a student. The Ombudsperson works in confidence and can offer support and guidance without ever becoming directly involved in a particular situation.

In certain circumstances the Ombudsperson may also be called upon to act as a mediator between parties in conflict to create opportunities for constructive communication.  
[www.uwo.ca/ombuds/index.html](http://www.uwo.ca/ombuds/index.html)

## **Campus Recreation**

There are many excellent recreational facilities and programs available at Western through Campus Recreation. These include aquatics, fitness classes, squash courts, first aid courses, intramural sports, and personal training. Postdocs must pay faculty/staff rates for these services, however the rates are reasonable and family plans are available.

To enquire or register please visit the main office located in the Western Student Recreation Centre, 519.661.3090. [campusrec.uwo.ca](http://campusrec.uwo.ca)

### **Campus Meal Plan**

Your UWO identification card can be used as a “debit” card at any of the food concessions on Campus, and several off-campus uses. You “charge up” your card with cash at the Campus Meal Plan office located at the University Community Centre or online, then just swipe the card when you purchase food. As well as being convenient, it saves you 5% on every purchase. [www.has.uwo.ca/hospitality/mealplan/](http://www.has.uwo.ca/hospitality/mealplan/)

## **3. ADDITIONAL CAMPUS RESOURCES**

### **Information Technology Services (ITS):**

Information Technology Services (ITS) at Western makes using computers both on and off-campus easy. Personal Computer Account holders have the option of purchasing high-speed access from outside the University. Most of the buildings on campus have wireless access. For a list of locations visit: [www.wireless.uwo.ca](http://www.wireless.uwo.ca) or [www.uwo.ca/its](http://www.uwo.ca/its)

### **The Book Store and Campus Computer Store**

The Books Store is owned by The University of Western Ontario and is Western’s official campus book store. Also, it is the official source of Western clothing, giftware and product. For more information: 519.661.3520 or [www.bookstore.uwo.ca/index.html](http://www.bookstore.uwo.ca/index.html)

The Campus Computer Store is centrally located and attempts to focus on products that are educational priced and as a result they are able to offer many products at incredible discounts. The store carries a wide range of hardware and software at competitive prices. They can be reached at 519.661.3520 or [www.computerstore.uwo.ca/index.html](http://www.computerstore.uwo.ca/index.html)

### **Equity and Human Rights Services (EHRS)**

EHRS provides information on the University’s discrimination and harassment policies, employment equity and diversity and other human rights related issues. They are available to help students, staff or faculty members. They are dedicated to making Western an equitable, safe and supportive environment for all members of the University community. [www.uwo.ca/equity](http://www.uwo.ca/equity)

### **Office of Research Ethics**

The Office of Research Ethics, on behalf of the UWO Research Ethics Boards (REB), manages the approval and monitoring process for the use of humans in research at UWO and its affiliated hospitals and research institutes. All research involving humans conducted by faculty, staff or students at UWO or its affiliated hospitals or research institutes must be approved by a UWO-sanctioned review board. [www.uwo.ca/research/ethics](http://www.uwo.ca/research/ethics)

### **Postdoctoral Association at Western (PAW)**

The mission of PAW is to provide a collective voice for the issues of particular relevance/interest to postdocs at Western. They act as a liaison between postdocs and the administration of The University of Western Ontario. [sites.google.com/site/pawestern](https://sites.google.com/site/pawestern)

## **Canadian Association of Postdoctoral Scholars (CAPS)**

To date, CAPS exists as a committee of postdoctoral scholars and representatives who meet regularly (and virtually) to discuss issues arising across the country.

[sites.google.com/site/canadapostdoc/Home](https://sites.google.com/site/canadapostdoc/Home)

## **4. HEALTH AND WELLNESS:**

### **Pharmacy**

University Community Centre, (Lower Level) - Order your prescriptions online and have them delivered to you for free the same day within London or by the next day anywhere in Ontario.

[www.universitypharmacy.ca](http://www.universitypharmacy.ca)

### **Chiropractic Care**

Located in the heart of campus, Dr. Neil A. Burden and Associates are available to the university community. [usc.uwo.ca/uccmall/Chiropractic\\_Clinic](http://usc.uwo.ca/uccmall/Chiropractic_Clinic)

### **Fowler Kennedy Sport Medicine Clinic:**

From elite athletes like Eric Lindros and Steve Yzerman, to Western students and community members, the Fowler Kennedy Sport Medicine Clinic helps people in the pursuit of good health and fitness. With orthopedic surgeons, athletic and massage therapists, physiotherapists and sport medicine physicians, the Fowler Kennedy Clinic uses state-of-the-art diagnostic rehabilitation equipment to develop personalized rehabilitation plans for 80,000 patients a year. [fowlerkennedy.com](http://fowlerkennedy.com)

## **5. UCC SHOPS AND SERVICES:**

The University Community Centre (UCC) is home to a wide range of services that support and complement life at Western. For complete details and contact information please visit

[www.usc.uwo.ca/page.asp?id=53](http://www.usc.uwo.ca/page.asp?id=53)

### **[InfoSource](#)**

The box office sells tickets to big-time events like Homecoming and Theatre Western productions, while providing affordable Greyhound bus tickets and London transit maps.

### **[InPrint](#)**

This print shop offers a wide range of services to the University faculty, students, administration and the general public. Services include ticket printing, book publication, design and production, file transfers, and course packs.

### **[Mustang Alley](#)**

The UCC's one-stop-shop, Mustang Alley is affordable convenience at its best. Shop for your favourite brand name clothing, Western wear, or pick up batteries, magazines, cold drinks, snacks, greeting cards and anything else you may need.

### **[Postal Services](#)**

The campus postal outlet offers full postal services, as well as gift items, passport forms, money orders and faxing services.

### **[Campus Image Centre](#)**

Specializing in enlargements as big as four feet by eight feet, this service also does custom framing and print mounting. They carry a variety of supplies to compliment your photographic needs such as memory cards, card readers, cameras, film, frames and albums. Quality photo developing instant digital prints are available.

[Wellman's Dry Cleaning](#)

[Western Film](#)

Featuring the lowest ticket prices in London for current theatrical releases, this central campus theatre also offers the Midnight Cult Classics movie series every Friday.

[The Spoke Lounge and Tavern](#)

Western's favourite food on campus is available here, in the home of the Living Campus Program's many events.

[The Wave Restaurant & Nightclub](#)

Western's full service restaurant and nightclub has re-opened with a great new look!

## Duration of Postdoctoral Appointments

### 1. FUNDING AND FELLOWSHIPS:

Funding must be in place before the fellowship begins. Postdocs can secure funding from external granting agencies or fellowship programs or may be offered funding from their faculty mentors' grant or research resources. The rates of compensation and applicable policies vary depending upon the funding agency.

These are some external agencies that offer funding for postdoctoral appointments, however several other sources of funding are available. Postdocs are encouraged to seek out all potential avenues of funding.

[Canadian Institute for Health Research \(CIHR\)](#)  
[Natural Sciences and Engineering Research Council \(NSERC\)](#)  
[Social Sciences and Humanities Research Council \(SSHRC\)](#)  
[National Research Council \(NRC\)](#)  
[Health Canada](#)  
[Health Policy Research Program \(HPRP\)](#)  
[National Institutes of Health \(U.S.\) \(NIH\)](#)  
[National Cancer Institute of Canada](#)  
[Canada Council for the Arts](#)  
[Association of Universities and Colleges of Canada \(AUCC\)](#)  
[Committee on Science, Engineering, and Public Policy \(COSEPUP\)](#)  
[Canadian Health Services Research Foundation \(CHSRF\)](#)  
[Networks of Centres of Excellence](#)  
[Ontario Centres of Excellence](#)  
[Canadian Arthritis Foundation](#)  
[Canadian Foundation for Innovation \(CFI\)](#)  
[Heart and Stroke Foundation of Canada](#)  
[Royal Society](#)  
[Ontario Council on Graduate Studies \(OCGS\)](#)  
[John Charles Polanyi Prize](#)  
[Multiple Sclerosis Society of Canada](#)  
[Canadian Diabetes Association \(CDA\)](#)

[Information Society Technologies Europe and Canada](#)  
[Canadian Association of Physicists \(CAP\)](#)

## 2. PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

### The 360 Initiative

The 360° Graduate Student Development Initiative offers a diverse range of events, workshops and courses, which provide critical communication, writing, teaching and professional skills to graduate students and postdocs. The objectives of the 360° Initiative are to enable new scholars to disseminate their research, teach effectively and collaborate successfully, and to provide preparation that facilitates successful transitions to careers both inside and outside of academia.

This Initiative is the result of campus wide collaboration between the School of Graduate and Postdoctoral Studies, the Teaching Support Centre, Student Development Services, Western Libraries, the Career Centre, Communications and Public Affairs, the Faculties and many other colleagues across campus. For full details on all programs please visit [grad.uwo.ca/360](http://grad.uwo.ca/360)

### The Teaching Support Centre

Postdocs are able to participate in all the [Teaching Support Centre](#) programs in which enrollment is not limited, including:

- Future Professor Workshop Series (22 sessions on various topics throughout the year)
- Winter Conference on Teaching (January)
- Spring and Fall Perspectives on Teaching (1 day conference for faculty, August and May)
- Graduate Career Day (September/October)
- Pathways to Canadian Academia
- The Grad Life (Work-Life Balance Day, April 16, 2009)

Limited enrollment programs in which postdocs were invited to participate in 2008 when spaces were available:

- Advanced Teaching Practice Program (ATP)
- Pronunciation in the Canadian Classroom (Summer)
- The Language of Teaching in the Sciences and Engineering (Spring/Summer)

### Career Centre @ Western

Located in the University Community Centre, the Career Centre @ Western welcomes all postdocs to access the following services:

- [Web-based information](#)
- [CareerCentral](#)
- [Workshops](#)
- [Employer Information Sessions](#)
- [Career Events \(Fairs, Information Sessions, etc\)](#)
- [Employment Help Centre](#)

- [Job postings](#)
- [Individual counselling appointments](#) are available only on a limited basis during the summer months.

Postdocs can access [CareerCentral](#) using their UWO email user name and password. Once logged in, they will see all job postings, as well as event, workshop, and information session listings.

### Writing Support Centre

The Writing Support Centre provides a variety of services, such as one-on-one tutoring, subject-specific workshops, and online writing aids that can be used by all members of the UWO community, including undergrads, grad students, faculty and staff, and postdocs.

Postdocs may be particularly interested in the [GradWrite](#) workshops, offered between September and March each academic year.

Precise details of all available services can be found at [www.sds.uwo.ca/writing](http://www.sds.uwo.ca/writing), or by calling 519-661-3031.

### 3. TEACHING AT WESTERN:

With the prior approval of the faculty mentor, postdocs are eligible to apply to teach up to one full course or equivalent per fiscal year for which they would be separately compensated.

In accordance with Senate regulations, only members of the School of Graduate and Postdoctoral Studies may be involved in graduate student education. **SGPS Limited Membership Category:** This membership in SGPS is for individuals providing limited graduate educational activities for limited time periods in graduate programs at UWO (e.g., a postdoc teaching a graduate course for one or two terms). The criteria for Limited Membership are an appropriate scholarly and/or professional record commensurate with the program activities and responsibilities that are specified for the nominee.

SGPS Non-Core Nomination Form:

[grad.uwo.ca/documentation/Non-Core%20Limited%20nomination%20form2008.pdf](http://grad.uwo.ca/documentation/Non-Core%20Limited%20nomination%20form2008.pdf)

### 4. CONFLICT RESOLUTION:

The relationship between postdocs and faculty mentors normally is close and productive; however, conflicts may arise between Postdocs and their faculty mentors. Every effort should be made to resolve disputes quickly.

In the event of a work related problem which requires resolution, it is expected that the Postdoctoral Fellow or Postdoctoral Associate will arrange an informal discussion of the matter with the faculty mentor as soon as possible following the identification of the problem. In most instances, the concerns will be resolved at this juncture. If the problem remains unresolved, Postdoctoral Fellows or Postdoctoral Associates are encouraged to request a meeting with the Department Chair or Dean. Any decisions of the mentor, Chair or Dean shall be timely and in writing.

At the request of any participants, assistance from Human Resource Services may be obtained at any point in the process.

## 5. TRAVEL:

During your Postdoc we encourage you to attend conferences, seminars and other professional and career development opportunities. These provide an excellent venue to learn, share ideas, observe and network. Unfortunately, Western does not provide funding for postdocs to cover travel and other expenses associated with attending such events.

## 6. MATERNITY AND PARENTAL LEAVE:

The University of Western Ontario complies with the maternity and parental leave policies of the applicable funding agencies for Postdoctoral Fellows.

Postdoctoral Associates may qualify for statutory benefits, including pregnancy or parental leave, in accordance with the provincial employment standards. More information can be obtained through Human Resources.

## 7. FOR INTERNATIONAL POSTDOCS:

### Spouses Applying for Ontario Health Insurance Plan (OHIP)

According to the Ontario Ministry of Health & Long-Term Care website, non-Canadian spouses are eligible for [Ontario Health Insurance Plan \(OHIP\)](#) only when the following documentation can be produced:

- You have submitted an Application for Permanent Residence or an Application for Landing and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing
- You are a foreign worker who holds a valid work permit or employment authorization which names a Canadian employer situated in Ontario and your prospective occupation and is valid for at least six months

### Spouses and Study

Should your spouse wish to study in Canada, he/she must obtain an authorization to study in Canada by changing the conditions of his/her immigration document. Applications to change conditions and additional information can be found at: [www.cic.gc.ca/english/study/index.html](http://www.cic.gc.ca/english/study/index.html)

Foreign students must satisfy the following requirements to study in Canada:

- Present an acceptance letter from the educational institution he/she wishes to attend
- Provide evidence of enough money to pay for tuition and living costs
- Satisfy a visa officer that they will return home at the end of their studies
- Pass a medical examination if required

### Applying for Permanent Residency

If you are a temporary foreign worker (postdoc) you often have the qualities to make a successful transition from temporary to permanent residence status here in Canada. You are familiar with Canadian society and can contribute to the Canadian economy. You should have knowledge of English or French and qualifying work experience.

Applying to stay in Canada permanently in this case is fairly uncomplicated. You can do this under the "Canadian Experience Class". Before you apply, make sure you get to know the requirements and current application procedures. After you apply, make sure you find out about the steps that follow.

For details about the minimum requirements to apply under the Canadian Experience Class please see: [www.cic.gc.ca/english/immigrate/cec/apply-who.asp](http://www.cic.gc.ca/english/immigrate/cec/apply-who.asp)

To learn about how to apply and to obtain the application package (complete with a guide and proper forms) please visit: [www.cic.gc.ca/english/immigrate/cec/apply-how.asp](http://www.cic.gc.ca/english/immigrate/cec/apply-how.asp)

## **8. LONDON AND AREA ENTERTAINMENT:**

London offers a wide variety of places and programs to fit any recreation and entertainment interests and needs. Whether you like to be outside or remain indoors, spend time alone or enjoy the company of others, you can always find entertainment in London.

The city is home to many private and public golf courses, summer festivals almost every weekend from July to August, a busy nightlife and a wide mixture of theatre, museum and music options. The John Labatt Centre is a fabulous sports arena and recreation facility home to the London Knights and renowned for big-name acts including Cher, Sting, Carrie Underwood, Oasis, Broadway musicals and so much more.

Many other wonderful cultural resources can be found in Toronto, located approximately 2 hours east of London. Information on activities offered in Ontario's capital can be found at: [www.torontotourism.com/](http://www.torontotourism.com/)

Here are some examples of what London has to offer:

London Tourism

[londontourism.ca/](http://londontourism.ca/)

This website provides information on Public Libraries, Community Centers, Local Attractions, Restaurants, Shopping Malls, Programs & Activities, and Sports Facilities.

London Arts

[londonarts.ca](http://londonarts.ca)

This website provides information on London's growing artistic and cultural community through this one-stop resource.

Covent Garden Market

<http://www.coventmarket.com/>

519.439.3921

Complete with fresh produce, gourmet foods, a public square, seasonal outdoor farmer's market, ice rink and some regular family programming. Located at 130 King Street.

Fanshawe Pioneer Village

<http://www.fanshawepioneervillage.ca/>

519.457.1296

This is a living history museum that specializes in fun for children of all ages. Experience London's past and see weavers, printmakers, blacksmiths and farmers demonstrate their trades of the past or visit the General Store for a treat! Located at 2609 Fanshawe Park Road East

Storybook Gardens (Located inside Springbank Park)

<http://www.storybook.london.ca/>

519.661.5770

An extremely popular attraction of Southwestern Ontario located in London. This is an interactive family park with year-round adventures, activities, educational programs, special events, and outdoor theatre.

John Labatt Center (JLC)

519.667.5700

Located at 99 Dundas Street

[www.johnlabattcentre.com/home.html](http://www.johnlabattcentre.com/home.html)

Centennial Hall

A downtown performance centre. Box office: 550 Wellington St., London

519.672.1967 or 519.672.1968

[www.centennialhall.london.ca/default.htm](http://www.centennialhall.london.ca/default.htm)

Trailsend Farmers Market

Fresh produce and meats from local farmers.

RR 2, Thorndale, London

519.268.3840

Ontario Parks

Ontario has an abundance of beautiful provincial parks that make outstanding day trips (Pinery Provincial Park) as well as excellent vacations and scenic holidays (Algonquin Provincial Park)

[www.ontarioparks.com/](http://www.ontarioparks.com/)

Stratford Festival of Canada

The Stratford Festival is the largest classical repertory theatre in North America. It draws audiences of more than 600,000 each year and the Festival season runs from April to November. More information on the Festival can be found at

[www.stratfordfestival.ca/](http://www.stratfordfestival.ca/)

Grand Theatre

519.672.8800

[www.grandtheatre.com](http://www.grandtheatre.com)

London's Grand Theatre is nationally renowned and presents plays each year from October to May. The company also hosts occasional outside arts attractions such as the National Ballet of Canada. Located at 471 Richmond Street

London Public Library

<http://www.londonpubliclibrary.ca/>

## **Museums and Art Galleries**

London houses many museums including the following:

- Archival Teaching & Research Museum
- Banting House National Historic Site
- Canadian Medical Hall of Fame
- Eldon House
- London Museum of Archaeology
- London Regional Children's Museum
- Royal Canadian Regiment Museum

Full descriptions for the above museums plus others can be found at:  
[www.city.london.on.ca/Recreation/Arts\\_Culture/museums.htm](http://www.city.london.on.ca/Recreation/Arts_Culture/museums.htm)

## **Restaurants and Nightlife**

Whether you decide to eat downtown or prefer dining in the outer edges of the city, London offers a wide variety of clubs and restaurants. From road houses and family restaurants to fine dining, there are options to suit every taste, budget and lifestyle. Nightclubs offer live entertainment, dancing and special events. Here are some resources to help you decide!

[London Restaurants](#) (Yellow Pages) and [More London Restaurants](#) (Tourism London)  
[London Bars & Nightclubs](#) (Yellow Pages)  
[Restaurants, Bars and Pubs in London](#)

## **9. PROGRAM ACTIVITIES FOR FAMILIES AND CHILDREN:**

Recreation and leisure activities for all ages are offered through the City of London as well as through private organizations including the YMCA.

### **Spectrum Recreation Programs**

The main goal of this program is to provide introductory, recreational level programs that represent a "Spectrum" of recreational choices to try out. Options include aquatics, sports, fitness classes, arts and crafts, dance, hobbies, cooking and health and wellness. For details and registration visit: [london.ca/d.aspx?s=/Sports\\_and\\_Recreation/spectrum.htm](http://london.ca/d.aspx?s=/Sports_and_Recreation/spectrum.htm)

### **Sport Western**

Sport Western is a sports day camp that offers an introduction to basic skill technique and fundamentals in a variety of sports for students between the ages of 4 to 18. Programs include art, basketball, music, rowing, science zone, smorgasbord, soccer, tennis, track & field, and volleyball. More information can be found at [uwo.ca/mustangs/sportwestern/](http://uwo.ca/mustangs/sportwestern/)

### **Neighbourhood Day Camps**

Day camps allow children the opportunities to play, learn and build relationships they will always remember. Programs include environmental activities, games, arts and crafts, special events, drama and local area trips. For further details, fees and times please go to [london.ca/d.aspx?s=/Sports\\_and\\_Recreation/NeighbourhoodDayCamps.htm](http://london.ca/d.aspx?s=/Sports_and_Recreation/NeighbourhoodDayCamps.htm)

### **Ontario Early Years Centres**

The Ontario government created Ontario Early Years Centres to be a place for parents and caregivers to get answers to questions, information about programs and services that are available for young children. You and your child can visit the nearest Ontario Early Years Centre for a range of free services including:

- Early learning and literacy programs for parents and their children;
- Parenting programs that support parents and caregivers of young children in all aspects of early child development;
- Information and training for new parents about pregnancy and parenting.

For further details and program schedules please visit:  
[gov.on.ca/children/oeyc/en/location/SouthWest/index.html](http://gov.on.ca/children/oeyc/en/location/SouthWest/index.html)

## Completion

### 1. APPOINTMENT END DATE:

If a postdoctoral fellow or postdoctoral associate comes to the natural end of his or her contract, and that is the date that was entered onto the Human Resource system when the individual was set up or at the time his or her contract was extended, then nothing more needs to be done. The system will automatically generate a "termination" on that date.

### 2. TERMINATION:

The Agreement or Contract may be terminated for any reason by either the Postdoc or the Faculty Mentor giving notice in writing in accordance with the terms of the Agreement or Contract.

If a postdoc ends his or her contract early, either because he or she leaves/resigns or is terminated, funding ends, etc., then a Termination Notice needs to be completed by the department or faculty and forwarded to Human Resources. This will enable Human Resources to remove him or her from the system on the appropriate date and ensure that payment ends at that time, etc.

*\*It is the responsibility of the department/faculty to complete all the necessary paperwork regarding PDFs and PDAs and submit it to Human Resources.*