



**SAMPLE LETTER OF OFFER FOR
HONORARY POSTDOCTORAL FELLOWS**

Name
Address

Dear _____:

I am pleased to offer you an appointment as an Honorary Postdoctoral Fellow in the Department/School/Faculty of _____ at the **Vancouver/Okanagan** Campus. With your interest in the subject of **[XX]**, I believe that you will find this further training to be helpful to you.

This appointment is a term appointment from **[date]** to **[date]**. During this appointment you are receiving funding directly from **[XXXX]**. This appointment is subject to the approval of the Board of Governors and **[if applicable]** Citizenship and Immigration Canada.

The nature of the research to be undertaken includes **[insert details here]**. As a trainee, you will work independently under the mentorship of your supervisor. You will consult with your supervisor regarding hours and days of work to ensure that sufficient progress in your research is made. You are expected to observe, at all times, the highest professional standards. In support of this, you are expected to become familiar with the UBC Respectful Environment Statement for Students, Faculty and Staff.¹

Your **[Head/Director/Dean]** may assign formal teaching duties for which you will receive an additional offer and appointment as a Postdoctoral Teaching Fellow with additional compensation.

Initially, you will be given a 3-month probationary period during which your appointment could be terminated at anytime. Continuation of your appointment beyond this probationary period will be dependent on compliance with University of British Columbia policies and satisfactory research progress. **[If applicable:** Reappointment is at the discretion of the University.]

As a new UBC community member, we encourage you to visit the following sites prior to your start date in this new position:

- Before you arrive at UBC, it is important that you take time to familiarize yourself with your obligations while in Canada, as well as UBC, and the benefits and amenities of the campus and surrounding area. To ensure you have a smooth transition to UBC, please review the information found online at:

¹ www.hr.ubc.ca/files/pdf/UBC_RES_PDF_2008.pdf