MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE GOVERNORS OF THE
UNIVERSITY OF ALBERTA

(the "University of Alberta")

and

THE POSTDOCTORAL FELLOWS ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

(the "PDFA")

WHEREAS the University of Alberta is a University continued pursuant to the terms of the *Post-Secondary Learning Act* and appoints Postdoctoral Fellows to work under the guidance and direction of supervising faculty members;

AND WHEREAS the PDFA was founded to enhance the profile of Postdoctoral Fellows within the university and community at large; to further the integration of Postdoctoral Fellows into the academic establishment; to foster a sense of community among Postdoctoral Fellows; and to help Postdoctoral Fellows to adjust to the University of Alberta and to life in Edmonton**;**

AND WHEREAS the University of Alberta and the PDFA recognize Postdoctoral Fellows as being an important and integral part of the research culture at the University of Alberta and would like to work together to enhance the effectiveness of the role of Postdoctoral Fellows at the University of Alberta;

AND WHEREAS the University of Alberta and PDFA have agreed to enter into this Memorandum of Understanding that enables them to work together in the pursuit of the objectives set out herein.

NOW THEREFORE this Memorandum of Understanding sets out the intent of the working relationship between the parties as follows:

1. NATURE OF THE MEMORANDUM OF UNDERSTANDING

1.1   This Memorandum of Understanding establishes the framework by which the parties will work together in an effort to enhance the effectiveness of the Postdoctoral Fellow role at the University of Alberta in a manner that is consistent with the mandates, policies, priorities, and resources of each party and which is in accordance with the *Post-Secondary Learning Act*.

2. NATURE OF THE ROLE OF POSTDOCTORAL FELLOW

2.1 There is only one classification of Postdoctoral Fellow at the University of Alberta regardless of the source of funding.

2.2 The University of Alberta and the PDFA acknowledge that Postdoctoral Fellows have a unique status at the University of Alberta in that they are neither employees nor students but instead their role is to work as research trainees.

2.3 Postdoctoral Fellows at the University of Alberta are governed by applicable policies established by the University of Alberta. Terms and conditions that apply to individual Postdoctoral Fellows are established through discussions between the Postdoctoral Fellow and the supervising faculty member in accordance with any requirements established by funding agencies. The terms and conditions that apply to individual Postdoctoral Fellows will be set out in a Letter of Appointment issued to the Postdoctoral Fellow by the University of Alberta.

3. OBLIGATIONS OF THE UNIVERSITY OF ALBERTA

3.1   The University of Alberta shall:
- Recognize Postdoctoral Fellows as integral to the University of Alberta's research mandate as set out in the *Post-Secondary Learning Act*
- Maintain a registry of all Postdoctoral Fellows
- Provide a ONEcard to all Postdoctoral Fellows
- Provide a benefits package to all Postdoctoral Fellows and their dependents
- Establish guidelines on paid leaves

- Secure office space and a computer workstation for the PDFA
- Provide a standard form Letter of Appointment for Postdoctoral Fellows, which may be amended as necessary for individual appointments.

4.   OBLIGATIONS OF THE PDFA

4.1 The PDFA shall endeavour to:

- Raise awareness at the University of the contributions and experiences of Postdoctoral Fellows
- Ensure a rewarding postdoctoral experience at the University of Alberta, while helping Postdoctoral Fellows maximize their research output
- Create and maintain a strong sense of community among Postdoctoral Fellows and enhance cross-disciplinary networking
- Organize recreational and social opportunities for Postdoctoral Fellows and their families
- Encourage and promote involvement of Postdoctoral Fellows in academic administration and in outreach to the community
- Communicate with the University of Alberta on all issues of general importance to the Postdoctoral Fellow community.

5.   COLLABORATIVE PROJECTS

5.1   The University of Alberta shall collaborate with the PDFA to:

- Host an annual Postdoctoral Fellows Welcome Reception and a Postdoctoral Fellows Research Day
- Provide a Professional Development Program for Postdoctoral Fellows
- Maintain policies and procedures related to the status of Postdoctoral Fellows including policies on discipline and dispute resolution
- Work closely with funding agencies on issues related to Postdoctoral Fellows
- Consider areas where the inclusion of a reference to Postdoctoral Fellows in the Post-Secondary Learning Act would be beneficial.

- Create Postdoctoral Fellows awards to encourage excellence in research

6.   RESERVATION OF RIGHTS

6.1   Except as otherwise expressly restricted in this Memorandum of Understanding, the University retains its full authority with respect to Postdoctoral Fellows at the University of Alberta including, without limiting the generality of the foregoing, the authority to administer the Postdoctoral Fellow office at the University of Alberta, appoint Postdoctoral Fellows, establish policies governing Postdoctoral Fellows and establish the terms and conditions that apply to the appointment of individual Postdoctoral Fellows.

6.2   The PDFA acknowledges that it will not seek to negotiate on behalf of Postdoctoral Fellows issues relating to compensation, benefits, severance, position security or paid leaves of absence.

7.   TERMINATION OF THE MEMORANDUM OF UNDERSTANDING

7.1   Either the University of Alberta or the PDFA may terminate this Memorandum of Understanding by providing 90 days written notice to the other party.

In WITNESS WHEREOF the parties have caused this Memorandum to be executed on the dates indicated below.

**THE GOVERNORS OF THE
UNIVERSITY OF ALBERTA**

**THE POSTDOCTORAL FELLOWS
ASSOCIATION OF THE
UNIVERSITY OF ALBERTA**

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Date

Date