

Docs Open 23021

## **POST-DOCTORAL OFFICE SCHOOL OF GRADUATE STUDIES**

### *Academic Priorities Fund Submission*

*May 2002*

This application, prepared in response to a request from the Office of the Vice-Provost, Faculty, is designed to secure funds for the staffing and related resources to establish and maintain a Post-Doctoral Office at the School of Graduate Studies.

#### Staffing Rationale:

A conservative estimate indicates that the number of Post-Doctoral Fellows associated with the University of Toronto may exceed 1000. In order to serve the multivariate, administrative needs of this large group of trainees, the Post-Doctoral Office at SGS will require the appointment of an individual at a level comparable to that of a Student Services Officer (09N).

The individual to be appointed will work relatively independently, under guidance by Decanal staff and will:

- Implement the Policies and Procedures for Post-Doctoral Fellows (PDFs) as mandated by the Office of the Vice-Provost (Faculty).
- Maintain records of the number and conditions of appointment of PDFs, based upon the quarterly reports submitted by the Faculties.
- Assist individual units in the development and implementation of guidelines for PDFs
- Generally advocate for responses to the needs of PDFs
- Develop the mechanism required to issue cards that identify the bearer as a PDF at the University of Toronto

- Work in collaboration with the Department of Human Resources, HRIS and the Administration Management System, to implement a code, unique to PDFs, for the purpose providing the minimum benefits to be established for PDFs
- Identify PDF-related issues to be brought to the attention of Decanal staff for discussion, providing possible resolutions for decanal consideration
- Develop and maintain a section for PDFs on the SGS Website with appropriate links to other University of Toronto Websites.
- Identify the means by which those PDFs that have a need for instruction in the English language may access the appropriate university resources
- Provide Annual Reports regarding the number and conditions of appointment of PDFs to the appropriate University offices, for statistical and monitoring purposes.
- Monitor the impact of OSAP and Canada Customs and Revenue Agency (CCRA) regulations on PDFs. In collaboration with the department of Human Resources and other offices of this University, and similar offices of other Universities, the individual will establish an awareness of the collective needs of PDFs with regards to OSAP and CCRA issues. The individual will use this expertise to interact, collectively with other universities, with the Ministry of Training, Colleges and Universities of Ontario and CCRA, to implement changes that would positively impact on PDFs.

Resources Requested:

To secure the appropriate implementation of an Office for PDFs at the University, the funds provided through the Academic Priorities Fund of the University of Toronto should be provided in such a manner that they will be protected from cuts to the budget.

**SGS - Post Doctoral Office**

| <b>Start-up Budget (OTO) - First Year of Operation</b>  | <u>\$</u>            |
|---|----------------------|
| Post Doctoral Officer                                   |                      |
| Salary (1)  | 49,258               |
| Benefits  | 9,605                |
| Workstation (upgrade cost only to existing workstation) | 500                  |
| Chair   | 600                  |
| Computer (hardware & software)                          | 3,000                |
| Printer (to use existing printer in the nearby office)  | 0                    |
| Fax machine   | 1,000                |
| File cabinet  | 700                  |
| Telephone (initial set-up cost)                         | 500                  |
| Publication   | 2,000                |
| Office supplies & other expenses                        | 1,000                |
| Contingency (2)   | <u>1,000</u>         |
| <b>TOTAL - Start-up Budget (OTO)</b>                    | <u><u>69,163</u></u> |

| <b>Annual Operating Budget (On-going)</b>                      | <u>\$</u>                   |
|--|-----------------------------|
| Post Doctoral Officer  |                             |
| Salary (3)   | 49,258                      |
| Benefits (4)   | 9,605                       |
| Computer (upgrades to hardware & software - 3 to 5 year cycle) | 1,500                       |
| Publication  | 2,000                       |
| Workshop/Travel  | 2,000                       |
| Office supplies & other expenses                               | 2,000                       |
| Contingency  | 500                         |
| Telephone  | <u>500</u>                  |
| <b>TOTAL - Operating Annual Budget</b>                         | <b><u><u>67,363</u></u></b> |

Notes:

(1) Actual cost may be prorated pending the start date of the Post Doctoral Officer.

(2) Does not include any anticipated programming cost related to HR/AMS development and implementation of a unique code for PDFs.

(3) Based on Step 5 (midpoint) at the 09N classification level as per the USWA Collective Agreement (January 24, 2000 to June 30, 2002).  
SGS will request OTO funds each year to keep pace with the annual salary increase costs (i.e. across the board and grid/step movement increases).

(4) Based on the standard benefit rate of 19.5% for staff appointed employee.