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OFFICE OF THE VICE-PRESIDENT AND PROVOST

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TO: Planning and Budget Committee

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DATE: September 25, 2002 for October 15, 2002

AGENDA ITEM: **Item #7**

ITEM IDENTIFICATION:

Allocations from the Academic Priorities Fund in support of a Post-Doctoral Affairs Office at the School of Graduate Studies.

JURISDICTIONAL INFORMATION:

The Planning and Budget Committee is responsible for approving allocations from the Academic Priorities Fund.

HIGHLIGHTS:

The proposal for establishing a Post-Doctoral Affairs Office at the School of Graduate Studies is in response to request from the Office of the Vice President and Provost to assist in implementing the *Policies and Procedures for Post-Doctoral Fellows* approved by Governing Council in June 2002. A copy of the proposal is attached.

The number of Post-Doctoral Fellows (PDFs) associated with the University of Toronto has been growing and is expected to exceed 1,000. In order to serve such a large group of trainees, a full-time administrative staff person is required. The responsibilities of the staff person include maintaining records and providing annual reports of appointment conditions, designing and maintaining a website, monitoring the impact of Ontario Student Assistance Program and Canada Customs and Revenue Agency regulations on PDFs and linking PDFs with appropriate university resources.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The reallocation levy of 6% over a four year period, assigned to all academic divisions and academic services as well as revenue from tuition fee increases in deregulated programs flow to the Academic Priorities Fund. For the 1998-2004 planning period, the Academic Priorities Fund had available to it a total of \$35.9m. Allocations approved to

date total \$35.8m, leaving \$0.1m to be allocated. The allocation recommended for the Post-Doctoral Affairs Office is \$0.07m in base.

The cost of salary and benefits for an administrative staff person is \$58,323. In addition to a staff person, start-up costs of \$10,300 and an ongoing budget of \$8,500 for the operation of the Office are required.

RECOMMENDATION:

It is recommended that the Planning and Budget Committee recommend for approval to the Academic Board:

That a base allocation of \$67,363 and an OTO allocation of \$10,300 be made from the Academic Priorities Fund for the establishment of a Postdoctoral-Fellow Affairs Office in the School of Graduate Studies.