

Orientation Protocol for Postdoctoral Fellows

Post-Arrival Checklist

Action	Resources
Meet with your Supervisor and Departmental Administrator	Faculty & Staff Directory http://telecom.mcmaster.ca/directory.cfm
Register for the New Employee Orientation Program through Human Resources	For members in the Faculty of Health Sciences http://fhs.mcmaster.ca/hr/orientation.html For members outside the Faculty of Health Sciences, including members of CUPE Local 3906, Unit 3 http://www.workingatmcmaster.ca/neo/index.php
Orientation for New Postdoctoral Fellows with the Office of Postdoctoral Affairs and Research Training, School of Graduate Studies	Correen Smith, CMP smithcf@mcmaster.ca (905) 525-9140 ext. 23710 Gilmour Hall, Room 212

Meeting with the Coordinator, Office of Postdoctoral Affairs & Research Training (OPART) in the School of Graduate Studies

postdoc.mcmaster.ca

The objectives of the meeting with the OPART coordinator:

- Welcome PDF to the McMaster community
 - Inform PDF about research training and professional development opportunities
 - Connect PDF with the broader McMaster community as well as the City of Hamilton
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Welcome to McMaster University

- Postdoc Orientation Package
 - https://postdoc.mcmaster.ca/sites/postdoc.mcmaster.ca/files/resources/postdoctoral_orientation_protocol_1.pdf
- Explain purpose/role of OPART
- McMaster University Postdoctoral Funding Opportunities
 - <http://postdoc.mcmaster.ca/awards-and-funding>
- Highlight McMaster University Postdoctoral Policy
 - http://postdoc.mcmaster.ca/sites/postdoc.mcmaster.ca/files/resources/postdocfellows_policy.pdf
 - Describes general rights, responsibilities, and benefits
 - Full description of benefits for CUPE members:
 - <http://www.workingatmcmaster.ca/benefits/pdf/>
 - Health Benefits through Sun Life (online submission/Smartphone App)
 - Dental Benefits through CUPE (benefits@cupe3906.org)
 - Current collective agreement for CUPE members
 - <http://www.workingatmcmaster.ca/med/document/CUPE-Unit-3-2016-2019-FULL-FINAL-1-42.pdf>
- Provide welcome letters

- CUPE letter for CUPE members
<https://cupe3906.org/postdocs-unit-3/>
- FHS Postdoctoral Association letter for FHS PDFs
<http://postdoc.mcmaster.ca/fhspda>
- McMaster University Postdoctoral Support Fund
 - https://postdoc.mcmaster.ca/sites/postdoc.mcmaster.ca/files/resources/postdoctoral_support_fund_2017.pdf
- Events for Postdoctoral Fellows
 - <http://postdoc.mcmaster.ca/news-events/news>
- LMIA-exempt work permit (IMM5802)
 - Need to have your department submit a request for a new IMM5802 number each time you have to renew your work permit
 - Work permit processing can take 4 to 6 months, please start extension applications as early as possible
- Graduate Writing Consultants
 - Book online » <https://calendly.com/grad>
 - Consultants to help with the writing process, not an editing service
- McMaster Effective English Courses
 - Free for postdoctoral fellows – non-credit course
<https://gs.mcmaster.ca/about-meec-non-credit-modules>
 - You will be emailed registration, courses fill quickly
- GradParent and Postdoc Network
 - Network for graduate students and postdoctoral fellows that have family responsibilities
 - Facebook page
<https://www.facebook.com/groups/McMasterGradParents/>
 - Sign up to receive email updates
<https://gs.mcmaster.ca/grad-parents-mailing-list>

McMaster Resources

- McMaster Libraries
 - Four Libraries (Mills, Innis, Thode, and Health Sciences)
 - <https://library.mcmaster.ca/>

- Olga Perkovic – Research and Advanced Studies Librarian
- perkovi@mcmaster.ca
- McMaster Parking
 - <http://parking.mcmaster.ca/Rates.html>
- Graduate and Postdoctoral Study Room
 - <http://gs.mcmaster.ca/resources/graduate-study-room-security-card-application>
 - Fill out the Grad Study Room Access Form and email to pottier@mcmaster.ca
- McMaster Wireless Connection
 - <http://www.mcmaster.ca/uts/network/wireless>
- University Technology Services (UTS)
 - <http://www.mcmaster.ca/uts/>
 - Help with email, MacID, internet, other computer related issues
- Athletics and Recreation
 - <http://www.marauders.ca/index.aspx?path=activ>
- Equity and Inclusion Office
 - <https://equity.mcmaster.ca/>
- Equity Census
 - <http://www.workingatmcmaster.ca/census/>

Research Training/Professional Development

- Career planning, including Individual Development Plan (IDP)
 - <http://myidp.sciencecareers.org/>
 - <http://www.faseb.org/portals/2/pdfs/opa/idp.pdf>
 - <http://employeecareers.mcmaster.ca/category/coaching/>
 - <http://employeecareers.mcmaster.ca/coaching/employee-resources/individual-development-plan/>
 - http://www.mcmaster.ca/vpacademic/faculty_relations.html
 - <http://employeecareers.mcmaster.ca/finding-work-main/job-search/post-post-doc-finding-work-beyond-academia/>
- MacPherson Institute for Leadership, Innovation and Excellence in Teaching

- Awards and grants offered for teachers
 - <http://mi.mcmaster.ca/teaching-development/?tab=awards>
- Education 750: Principles and Practices of University Teaching
 - <http://mi.mcmaster.ca/teaching-learning-certificates-of-completion/>
 - Covers teaching philosophy statement and portfolio, labour market in academia and what the interview process is like with opportunities to practice
- Teaching and Learning Certificate Program
 - <http://mi.mcmaster.ca/teaching-learning-certificates-of-completion/>
- Events under “Get Involved”
- Editing services for Teaching Statements/Portfolio
 - Email: Elliot Storm storme@mcmaster.ca
- Note that if PDFs teaching at McMaster, as part of the PDF contract or as a Sessional, they should be aware that all TAs at McMaster University are represented by CUPE 3906.
- McMaster Research Office for Administration, Development & Support (ROADS)
 - <https://roads.mcmaster.ca/>
 - Community of Science
 - http://pivot.cos.com/funding_main
- MITACS
 - Seminars & Workshops
 - <https://www.mitacs.ca/en/programs/training>
 - Programs
 - <http://www.mitacs.ca/en/programs#postdoc>
- Local Networking Opportunities
 - Hamilton Business Directory/Hamilton Economic Development
 - http://www.ylm.ca/ylm/ylm_home.aspx?f=hamiltoncity
 - Hamilton Chamber of Commerce
 - <https://www.hamiltonchamber.ca/>
 - Hamilton Hive
 - <http://www.hamiltonhive.ca/>

Broader Postdoctoral Community/Other Resources

- National Postdoctoral Association
 - <http://www.nationalpostdoc.org/>
 - Meetings and Events
 - <http://www.nationalpostdoc.org/?page=meetings>
 - Career Planning Resources
 - <http://www.nationalpostdoc.org/?page=CareerPlanning>
- Canadian Association of Postdoctoral Scholars
 - <http://www.caps-acsp.ca/en/>
- Tax Information
 - Tax return (including information on tax payments, refunds and important dates) <http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/menu-eng.html>
 - Learning about taxes training programs <http://www.cra-arc.gc.ca/tx/ndvdl/dctrs/lrn-tx/menu-eng.html>
- Hamilton Community Information
 - <http://informationhamilton.ca/>
- Tourism Hamilton
 - <https://tourismhamilton.com/>
- Public Transportation
 - Current Hamilton Street & Railway (HSR) Schedule <http://www.busweb.hamilton.ca:8008/hiwire?.a=iScheduleLookup&.s=5c7c5cf9>
 - Information on GO Transit http://www.gotransit.com/timetables/en/schedules/full_schedules.aspx
- SoBi (Social Bicycles)
 - <https://hamilton.socialbicycles.com/>
- VRTUCar
 - <https://www.vrtucar.com/>
- Housing Information
 - Off-campus listings, by-laws, and landlords
 - <http://macoffcampus.mcmaster.ca/index.php>
 - Landlord Tenant Board

- http://www.ltb.gov.on.ca/en/About_Us/STEL02_111279.html
- Family Doctors
 - <http://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>
- Walk in Clinics
 - <https://www.google.ca/webhp#q=hamilton+area+walk+in+clinics>
- OHIP
 - <https://www.ontario.ca/page/serviceontario-locations-hours-and-contact>
- Child Care
 - <https://mcmasterchildrenscentre.wordpress.com/>
 - <http://informationhamilton.ca/redbook>
 - <http://www.children.gov.on.ca/>
 - <https://www.msumcmaster.ca/services-directory/30-child-care-centre>
- Local Schools
 - Inform on how to use Google maps to find the nearest schools. Simply type “Hamilton Schools” into Google maps. Click on the location dots for contact information.