



To be completed by applicant

Date: _____

RE: Post-Doctoral Fellowship

Name of Fellow: _____

Title of Project: _____

To be completed by supervisor

I, Prof. _____, accept the role to supervise
_____ in this project.

I understand the responsibilities of the role of Supervisor.

SUPERVISOR'S RESPONSIBILITIES

Responsibilities of the faculty supervisor of a Postdoctoral Fellow include the following:

Teaching

- To advise, guide and supervise the fellow in preparing the syllabus of their undergraduate course and guide them in all aspects of course delivery.
- To find opportunities for the fellow to contribute to graduate courses (i.e. co-teach a few classes at the graduate level, contribute to ITA 1000H, to teach a class or two in a colleague's course).

Research

- Guide the fellow in producing the best research possible by taking full advantage of the resources of the University of Toronto, the supervisor's and other faculty members' expertise, and their networks of scholars.

Accountability

- Assist the postdoctoral fellow to prepare a report at the end of the fellowship, before leaving the University of Toronto

General

- Guide the fellow in understanding the University of Toronto system and structures, its research resources and put them in the best position to conduct their research.
- Support the postdoctoral fellow's use of the full benefits of their employment at the University of Toronto.
- Ensure that mutually understood expectations and goals are in place at the outset of the postdoctoral period.
- Meet regularly to establish and foster a career development plan and to assess the postdoctoral fellow's progress.
- Encourage the postdoctoral fellow to seek advice and collaborative opportunities from other faculty members, or even to identify a second mentor, since the training experience can benefit from a variety of perspectives.
- Promote ethical standards for conducting research, including compliance with all institutional and federal regulations.

Signature of Professor