
3073: APPOINTMENT

A. TERMS OF SERVICE

Postdoctoral Scholar appointments are intended to provide a full-time program of advanced academic preparation and research training. Their terms of service are governed by a **Memorandum of Understanding** between the University of California and the United Auto Workers (UAW). These terms include:

- a. Initial appointments are of at least one year's duration, are temporary and have fixed end dates.
- b. Notice of appointment should be provided to the Postdoctoral Scholar no later than 30 days prior to the start of the appointment.
- c. Total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions.
- d. It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar.

B. APPOINTMENT FILE DOCUMENTATION & PROCEDURES

Upon final selection of a candidate, the PI, in conjunction with the School staff, will prepare an appointment request file, which will include:

- Completed **Postdoctoral Scholar Appointment Form**
- **Postdoctoral Scholar Personal Data Form** completed by the candidate
- Verification of PhD degree
- Copy of the candidate's curriculum vitae
- Confirmation of availability of funding

The request file shall be forwarded to the appropriate Dean for approval of the appointment. The completed file shall be forwarded to APO as Office of Record for personnel actions.

C. SALARY

Beginning June 1, 2011, UC implemented the **Postdoctoral Scholar Experience-Based Salary/Stipend Minima** in accordance with the **NIH rates**. An individual Postdoctoral Scholar's level of pay is determined by calculating the total number of months of postdoctoral experience at any university.

See **Table 23** for the current salary scale.

All new Postdoctoral Scholar appointments must be at the salary level appropriate to the candidate's experience.

As of June 1, 2011, once a Postdoctoral Scholar is appointed at or above the appropriate experience level, all reappointments must be to at least the appropriate experience-based salary/stipend level.

- In the event a Postdoctoral Scholar initially appointed on or after June 1, 2011 receives a multiple-year appointment, the Postdoctoral Scholar must thereafter receive salary/stipend increases to the appropriate experience-based salary/stipend level on her/his anniversary date.
- If a Postdoctoral Scholar's salary/stipend amount is above the appropriate experience level on reappointment, or on her/his anniversary date for Postdoctoral Scholars with multi-year appointments, the Postdoctoral Scholar shall receive at least a two percent (2%) salary increase.
- A PI may offer a Postdoctoral Scholar at a rate above the minimum salary if desired. In such instances, a salary justification should be included in the appointment request file.

BENEFITS

Postdoctoral Scholars in all title codes (3252, 3253, 3254) must have health benefits coverage while employed at UCM. Please consult the **MOU** between UC and UAW for information.