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## 3073: APPOINTMENT

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### 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

Postdoctoral Scholars have an experienced-based salary scale, in accordance with the NIH rates. See **Table 23** for the current salary scale.

An individual Postdoctoral Scholar's level of pay is determined by calculating the total number of months of prior postdoctoral experience at any institution.

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

If a Postdoctoral Scholar's salary/stipend amount is above the appropriate experience level at the time of reappointment, or on their anniversary date for Postdoctoral Scholars with multi-year appointments, the Postdoctoral Scholar shall receive an increase to at least the minimum of the next appropriate salary/stipend experience level, or at least a two percent (2%) salary increase, whichever is greater.

A PI may offer a Postdoctoral Scholar a rate above the minimum salary if desired. In such instances, a salary justification should be included in the appointment request file if the salary is more than one level above the required salary rate.

**BENEFITS**

Postdoctoral Scholars in all title codes (3252, 3253, 3254, 3256) must have health benefits coverage while employed at UCM. Please consult the **MOU** between UC and UAW for information.