

Postdoctoral Scholars



What is a Postdoc?

A Postdoctoral Scholar is one who:

- ▶ Has been awarded or has completed the requirements for a doctoral degree (or equivalent) within the last 10 years.
- ▶ Will pursue a full-time program of advanced training and research under the direction of a faculty member with an appointment in an academic department or organized research unit.
- ▶ Will be supported by campus research grants or contracts, by fellowships administered by the campus, or by other external sources.
- ▶ May not have had more than five years of prior postdoctoral experience.



Represented

Governed by Memorandum of Understanding (MOU)
with International Union, United automobile,
Aerospace and Agricultural Implement Workers of
America (UAW)

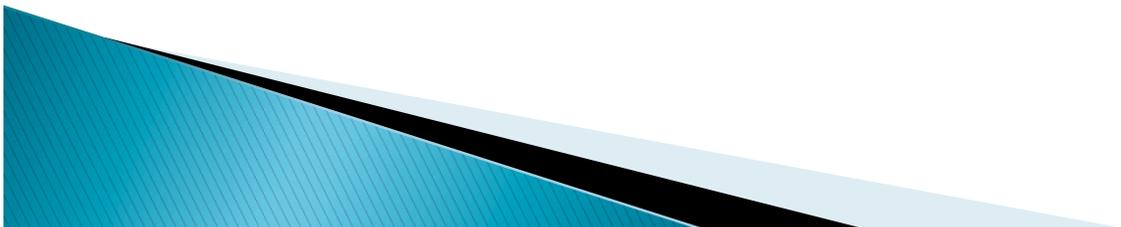
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Policy Governing Terms and Conditions

Merced Academic Personnel Policies &
Procedures (MAPP)
Chapter 3, Section 7

UC Academic Personnel Manual (APM)
APM 390



Categories of Postdoc Titles

Postdoctoral Scholar – Employee (3252): when the funds used to pay salary permit the appointee to be an employee of the University.

Postdoctoral Scholar – Fellow (3253): when the appointee has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the salary is paid through a University account.

Postdoctoral Scholar – Paid Direct (3254): when the appointee has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the salary is paid directly to the scholar, rather than through the University.



Recruitment Process

Open Recruitment:

- ▶ Principle Investigator (PI) completes the job posting request (UCM-AP401).
- ▶ Posting must be open for a minimum of 30 days.
- ▶ External ads are encouraged, but not required.

Waiver of Recruitment

- ▶ PI completes requests; detailing reasons, credentials, stating how candidate is uniquely qualified, and impact on the research project.
- ▶ The request, with supporting documents, is forwarded to the Dean for consideration.
- ▶ Once approved by Dean, the request packet is forwarded to APO.

Appointment Process

- ▶ PI completes Faculty Recommendation for Appointment (UCM-AP16) and submits to School staff.
- ▶ Candidate completes Postdoc Scholar Personal Data Form (UCM-AP15) and submits to School staff.
- ▶ School AP Staff reviews both forms for policy compliance; and drafts appointment letter for the Dean's signature.
- ▶ After the Dean signs, the appointment letter is forwarded to the Postdoc candidate with a copy to APO and the PI.
- ▶ When the candidate returns the signed appointment letter the School Staff will forward the executed Appointment Packet (UCM-AP 15 & 16, candidate's CV, verification of degree, Appointment Letter & Waiver of Recruitment documentation, if applicable) to APO.
- ▶ APO reviews final appointment packet and prepares the payroll worksheet. If during review APO determines revisions are necessary the School will be notified of necessary action.

Terms of Appointment

- ▶ Initial appointment must be for a minimum of one year.
- ▶ Notice must be provided to the Postdoc no later than 30 days prior to the start of the appointment.
- ▶ The University has the sole discretion to appoint, reappoint or not reappoint.



Compensation Guidelines

Academic salary scales Table 23 outlines the experienced-based salary/stipend scale.

The University is obligated to meet the minimum salary requirement based on the experience level of the scholar.

PI's will be required to make up the difference in salary when external funding sources fail to meet the experience-based salary and benefits.



Appointment Letters

The following information is included in an appointment letter:

- Job Title
- Beginning and end dates of appointment
- Appointment percentage
- Supervisor's name
- School/College or academic/research unit, and contact information
- Location of worksite (physical address)
- Brief description of the anticipated research project(s)
- Funding information available at the time of appointment, salary/stipend amount, and funding sources.
- Summary of benefits
- Statement appointee is exclusively represented by the UAW
- Statement that University maintains personnel files
- Statement regarding use of personal time off prior to the end of an appointment period.

Benefits

Garnett–Powers Administers Postdoc Benefits: Health Benefits (HMO and PPO)

- Dental
- Vision
- Accidental Death and Dismemberment Short Term
- Disability
- Voluntary Long Term Disability



Other Benefits

- ▶ Personal Time Off – 24 work days per 12-month appointment period
- ▶ Sick Leave – 12 days per 12-month appointment period
- ▶ Family Care/Medical Leave
- ▶ DCP – Safe Harbor – 7.5%
- ▶ Basic Life and Accidental Death & Dismemberment
- ▶ Covered under Workers Compensation
- ▶ Short-Term Disability – Automatically covered
- ▶ Long-Term Disability – Voluntary



Reappointment

A Postdoctoral Scholar may be reappointed up to a maximum of five years total. Reappointments are usually made for one year at a time, but may be made for up to three years, or may be for less than a year under circumstances that include

- Fellowship funding is for less than a full year
- Lack of full-year funding
- Continuation of the project is less than 1 year
- Visa limitations
- At the request of the PostDoc



Bridging Appointment

At the request of the Postdoctoral Scholar, the University may agree to bridge the Postdoctoral Scholar's appointment.

For example, the Postdoctoral Scholar may request an appointment for a short duration to carry her/him over from the Postdoctoral Scholar appointment to another anticipated appointment, or training grant.



Reappointment Process

Faculty Mentor/PI, in conjunction with School staff, prepares an appointment request file, including –

- Postdoctoral Appointment Form (UCM-AP16)
- Postdoctoral Scholar Annual Review Summary (UCM-AP441)
- Updated Postdoctoral Scholar CV

The request is forwarded to the Dean for approval.

The completed file shall then be forwarded to APO as Office of Record for personnel actions.

