## WORKING WITH POSTDOCTORAL SCHOLARS
For UCSB Faculty
(Revised 11/15)

### DEFINITION
Employment in a full-time training program of advanced academic preparation and research training under the mentorship of a faculty member or professional researcher. Appointments are temporary and have fixed end dates. An annual review and ongoing mentorship are key and required components of Postdoctoral Scholar appointments.

### TITLES

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee (3252)</td>
<td>Payment for appointment will be made via the University payroll system</td>
</tr>
<tr>
<td>Fellow (3253)</td>
<td>The Postdoctoral Scholar has been awarded a fellowship or traineeship by an extramural agency that will be paid through a University account.</td>
</tr>
<tr>
<td>Paid Direct (3254)</td>
<td>The Postdoctoral Scholar has been awarded a fellowship or traineeship and is paid directly by the extramural agency. Appointment is entered as a without salary appointment in payroll.</td>
</tr>
</tbody>
</table>

### REQUIREMENTS FOR APPOINTEE
- Appointee must possess a Ph.D. degree or its equivalent before the start of employment
- Have not exceeded five years since the conferment of the Ph.D. degree

### DURATION
- Initial appointment must be for a minimum of one year (12 months) / Reappointments may be for less than one year
- Appointments shall be for full-time (100%)
- Appointments are limited to 5 years (60 months), including past postdoctoral employment at other institutions.
- Special circumstances may warrant a 6th year exception maximum (72 months total)
- All exceptions require approval from the Associate Vice Chancellor for Academic Personnel

### EXCEPTIONS

<table>
<thead>
<tr>
<th>Exception Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment for less than full-time</td>
<td>Health reasons, Family responsibilities, Employment external to the University, Concurrent employment in another University position or part-time teaching (Lecturer). Combined appointments shall be 100%</td>
</tr>
<tr>
<td>Reappointment for less than one year</td>
<td>Funding is available for less than a full year, Continuation of the project is for less than a full year, Visa limitations, Postdoctoral Scholar requests a bridge appointment to carry over to next employment</td>
</tr>
<tr>
<td>Appointment beyond the 5 year limit</td>
<td>5 years has passed since the Postdoctoral Scholar received their Ph.D. degree, The Postdoctoral Scholar requires additional time to complete the research project</td>
</tr>
</tbody>
</table>

### SALARY
- Per the UC Postdoc MOU, salary scale is based on the NIH-NRSA Postdoctoral Scholar National Stipend rates
- Annual salary is paid at/or above the Postdoctoral Scholar’s relevant months of experience level
  - For Fellow/Paid Direct: If the fellowship award falls below the experience level minimum, the PI/Hiring Department shall provide supplemental support to bring the salary up to the appropriate minimum
- Mandatory salary increases are given on the Postdoctoral Scholar’s anniversary date (12 months from the original start date of appointment). Salary increase is paid either at the next experience level minimum or a 2% minimum increase if the Postdoctoral Scholar is currently paid above their experience level minimum.
  - For Fellow/Paid Direct: The PI/Hiring Department is responsible for providing supplemental support if the external funding agency will not cover the salary increase
- Mid-appointment salary increases are allowed but do not negate the mandatory salary increase on the anniversary date
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**BENEFITS**

- As a condition of employment, Postdoctoral Scholars must have adequate health insurance coverage for the duration of their appointment.
- Postdoctoral Scholars are eligible to enroll in the UCSB Postdoctoral Scholar Benefits Plan.
- The PI/Hiring Department and the Postdoctoral Scholar are responsible for the split cost towards the healthcare contributions:
  - **For Fellows/Paid Direct** – If the granting award letter does not cover health insurance costs, the PI/Hiring Department is then responsible for covering this cost with their own funding.
- There is no cost to the PI/Hiring Department if the Postdoctoral Scholar chooses to opt out of the UCSB Postdoctoral Scholar Benefits Plan.

**PAID TIME OFF/ SICK LEAVE**

- Postdoctoral Scholars are entitled to 24 days of Paid Time Off and 12 days of Sick Leave for each 12 month appointment period. **PTO and Sick Leave days are pro-rated for appointments that are less than one year and/or less than full-time (100%).**
- All PTO and Sick Leave days are available up front for use at the start of the appointment.
- Any unused Sick Leave days can be carried forward to subsequent appointments at the UC.
- Unused PTO days cannot be carried over to subsequent reappointments.
  - **For Fellow/Paid Direct:** Time off may be paid/unpaid, based on the provisions of the granting award.
- All Postdocs are entitled to observe the holidays as set forth annually in the campus calendar.

**ADDITIONAL REQUIREMENTS**

- Foreign nationals appointed as a Postdoctoral Scholar must have an appropriate visa and employment authorization. **Certain visa categories possess restrictions for employment as a Fellow and Paid Direct.** Consult with the Office of International Students and Scholars on visa-related matters.
- Appropriate campus laboratory safety training is required. If a Postdoctoral Scholar expresses concern about hazards or that s/he has not been properly trained, contact Environment Health & Safety.
- Contact Labor Relations or Academic Personnel before taking any disciplinary actions.

**APPOINTMENT/REAPPOINTMENT PROCESS**

- Mentoring Faculty/PI agrees to the appointment requirements.
- Hiring Department submits the Postdoctoral Scholar Appointment Form to Academic Personnel:
  - **For Initial Appointment** – no later than 30 days before the begin date.
  - **For Reappointments/Modifications** – no later than 45 days before the reappointment date.
- All appointment requests are reviewed and approved by the AVC for Academic Personnel.
- Hiring Department and HR/Benefits are notified of the approval by email.
- Hiring Department notifies the Postdoctoral Scholar and issues the Notice of Appointment Letter:
  - **For Initial Appointment** – no later than 7 days after the appointment start date.
  - **For Reappointment** – no later than 30 days before the reappointment date.
- Hiring Department submits a copy of the signed Notice of Appointment letter to Academic Personnel.
- Hiring Department enters the appointment into the payroll system (PPS).

**RESOURCES**

<table>
<thead>
<tr>
<th>Resource Area</th>
<th>URL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Personnel</td>
<td><a href="https://ap.ucsb.edu/">https://ap.ucsb.edu/</a></td>
<td>Appointment Policies and Procedures</td>
</tr>
<tr>
<td>Graduate Division</td>
<td><a href="http://www.graddiv.ucsb.edu/profdev/postdoc">http://www.graddiv.ucsb.edu/profdev/postdoc</a></td>
<td>Campus and Mentoring Resources</td>
</tr>
<tr>
<td>Housing &amp; Residential Services</td>
<td><a href="http://www.housing.ucsb.edu/future-residents">http://www.housing.ucsb.edu/future-residents</a></td>
<td>Housing Accommodations</td>
</tr>
<tr>
<td>Human Resources: Benefits</td>
<td><a href="http://www.hr.ucsb.edu/benefits/postdoctoral-scholars">http://www.hr.ucsb.edu/benefits/postdoctoral-scholars</a></td>
<td>Postdoc Benefits</td>
</tr>
<tr>
<td>Labor Relations</td>
<td><a href="http://www.hr.ucsb.edu/labor-relations/union-contracts">http://www.hr.ucsb.edu/labor-relations/union-contracts</a></td>
<td>Postdoc MOU</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hr.ucsb.edu/labor-relations/responding-employee-complaints-grievances">http://www.hr.ucsb.edu/labor-relations/responding-employee-complaints-grievances</a></td>
<td>Complains and Grievances</td>
</tr>
<tr>
<td>Office of International Students &amp; Scholars</td>
<td><a href="http://www.oiss.ucsb.edu">www.oiss.ucsb.edu</a></td>
<td>Visa Issues</td>
</tr>
<tr>
<td>Office of Research</td>
<td><a href="http://www.research.ucsb.edu">http://www.research.ucsb.edu</a></td>
<td>Extramural Funding, Contracts, Grants, &amp; Awards</td>
</tr>
</tbody>
</table>