

**WORKING WITH POSTDOCTORAL SCHOLARS**  
**For UCSB Faculty**  
 (Revised March 2023)

<b>DEFINITION</b>	
<p>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.</p>	
<b>TITLES</b>	
<b>Employee (3252)</b>	Payment for appointment will be made via the University payroll system
<b>Fellow (3253)</b>	Postdoc is awarded a fellowship or traineeship that will be paid through a University account. Appointment can be with or without salary, depending on the funding source.
<b>Paid Direct (3254)</b>	Postdoc is paid a fellowship or traineeship directly by the granting agency.
<b>Employee Non-Exempt (3255)</b>	Used when the percentage of the Employee appointment and the pro-rated salary per week does not meet the FLSA salary level test. Appointee reports hours worked and is paid at an hourly/rate.
<b>Interim Employee (3256)</b>	Used when a UCSB student has obtained their Ph.D. degree and needs a short-term appointment to complete an existing project (started at the time of their degree program) before moving to other employment. Must be appointed for three months minimum to be eligible for postdoc benefits.
<b>REQUIREMENTS FOR APPOINTEE</b>	
<ul style="list-style-type: none"> <li>• Appointee must have Ph.D. (or foreign equivalent) conferred before the start of employment</li> <li>• Have not completed 5 years of postdoc experience both domestic and international</li> </ul>	
<b>DURATION AND TIME</b>	
<ul style="list-style-type: none"> <li>• Initial appointment shall be for two years, no exception</li> <li>• Subsequent appointments shall be for one year</li> <li>• The duration for Fellows and Paid-Directs shall be for the duration of the extramural funding award</li> <li>• Appointments are full-time (100%) time. Exceptions to full-time may be granted (<b>see Exceptions</b>)</li> <li>• Appointments are limited to five years (60 months), includes postdoc appointments at other institutions, both domestic and foreign</li> <li>• Special circumstances may warrant an exception for a 6th year maximum (<b>see Exceptions</b>)</li> </ul>	
<b>EXCEPTIONS</b>	
Appointment for less than 100% time (At the request of the Postdoc)	<ul style="list-style-type: none"> <li>• Health reasons, including the care of a family member</li> <li>• Concurrent employment at UC and external to the University, ex: temporary teaching as a Lecturer</li> </ul>
Reappointment less than one year	<ul style="list-style-type: none"> <li>• Continuation of the research project is for less than two full years</li> <li>• Visa/Work authorization limitations</li> <li>• Postdoc approaching the five year maximum/6<sup>th</sup> year exception</li> </ul>
Appointment beyond the 5-year limit	<ul style="list-style-type: none"> <li>• 5 years has passed since the Postdoc received their Ph.D.</li> <li>• Requires employment as Postdoctoral Scholar beyond the 5<sup>th</sup> year, not to exceed year 6</li> </ul>
Special Appointment Provisions	<ul style="list-style-type: none"> <li>• Postdoc may request for a temporary bridge appointment to carry them over towards a subsequent employment at UC or elsewhere</li> <li>• The University is required to provide at least one two-year appointment term</li> </ul>

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**SALARY**

- Annual salary paid at or above the relevant experience level minimum
- See [Table 22/23 \(N\)](#) for salary. Updated every October 1.
- Fellows and Paid Directs – PI/Supervisor/ required to supplement the Postdoc’s funding award if amount is below their experience level salary minimum. **Otherwise the postdoc should not be hired if additional support cannot be provided.**
- Mandatory experience level salary increases are provided during the follow periods:
  - October 1 of each year – Postdocs initially appointed between October 1 through April 1
  - April 1 of each year – Postdocs initially appointed between April 2 through September 30
  - Salary increase to the next experience level minimum or 3% minimum increase for Postdocs paid above their current experience level minimum
  - Mid-appointment pay increases are allowed but does not negate the mandatory increase on the experience level increase date

**BENEFITS**

- Postdocs in all title codes are eligible for enrollment in the UC Postdoctoral Scholar Benefits Plans
- The PI/Hiring Department is assessed the CBR rate for postdocs. Postdocs pay a monthly employee premium.

**LEAVES**

- Postdocs are entitled to 24 days of Paid Time Off and 12 days of Sick Leave per 12-month appointment. These days are all accrued at the beginning of the appointment. Pro-rated for appointments less than 12 months.
- Any unused sick leave is carried forward to subsequent appointments, **but not for PTO**
  - **Time off for Fellows and Paid Directs may be paid/unpaid, based on the provisions of the funding award**
- Postdocs are entitled to Leaves of Absence under Article 12 of the MOU. This includes 8 weeks of paid leave under the Postdoctoral Paid Family Leave (PPFL). Not PCFB and does not require FML eligibility.
- All Postdocs are entitled to observe the holidays as set forth annually in the campus calendar

**ADDITIONAL REQUIREMENTS**

- Foreign nationals appointed as a Postdoc must have an appropriate visa and employment authorization. **Certain visa restrictions for Postdocs in the Fellow and Paid Direct titles.** Consult with the Office of International Students and Scholars when considering a foreign national for a Postdoc position.
- Appropriate campus laboratory safety training is required. If a Postdoc 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 or layoffs due to insufficient funding.

**APPOINTMENT/REAPPOINTMENT PROCESS**

- Mentoring Faculty/PI agrees to the Postdoctoral Scholar requirements
- Hiring Department submits the appointment request to Academic Personnel
  - **For Initial Appointment – no later than 30 days before the begin date**
  - **For Reappointment – no later than 45 days before the reappointment date**
- Appointments are reviewed and approved by the AVC for Academic Personnel
- Hiring Department is notified of the approval by email
- Hiring Department extends the written Notice of Appointment Letter to the Postdoc Candidate for /acceptance
  - **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 initiates the hire template in UCPath. Reappointments/Modifications are updated in UCpath by the AP-Path Analyst.

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<b>RESOURCES</b>		
Academic Personnel	<a href="https://ap.ucsb.edu/">https://ap.ucsb.edu/</a>	Appointment Policies and Procedures
Graduate Division	<a href="https://www.gradpost.ucsb.edu/postdocs">https://www.gradpost.ucsb.edu/postdocs</a>	Postdoc Mentoring Resources
Campus Housing	<a href="https://www.housing.ucsb.edu/apply/post-doctoral-scholar">https://www.housing.ucsb.edu/apply/post-doctoral-scholar</a>	Housing Accommodations
Labor Relations	<a href="https://www.hr.ucsb.edu/hr-units/employee-labor-relations/unions-represented-employees">https://www.hr.ucsb.edu/hr-units/employee-labor-relations/unions-represented-employees</a>	Postdoc MOU, Complaints and Grievances
Office of International Students & Scholars	<a href="http://www.oiss.ucsb.edu">www.oiss.ucsb.edu</a>	Visa/Work Authorization Issues
Office of Research	<a href="http://www.research.ucsb.edu">http://www.research.ucsb.edu</a>	Extramural Funding, Contracts, Grants, & Awards