Is the individual a Postdoctoral Scholar?

1) Has a doctoral degree been conferred?
2) Is the primary purpose of the hire to provide a full-time program of advanced academic preparation and research training to the individual under faculty mentorship?

NOTE: Faculty mentors should make clear the goals, objectives, and expectations of the training program and the responsibilities of Postdoctoral Scholars. They should regularly and frequently communicate with Postdoctoral Scholars, provide regular and timely assessments of the Postdoctoral Scholar’s performance, and provide career advice and job placement assistance.

If Yes to both questions, the individual should be appointed as a Postdoctoral Scholar, and certain policy requirements must be met.

Otherwise, the individual is not a postdoc, but may be appointed within another series.

If the individual is NOT a postdoc, use of another series may be appropriate.

Interim (3256)
Select this title when:
- A recent UCSB Ph.D. graduate requires a short-term appointment to complete an existing graduate research project.
- Postdoc can be appointed more than once in this title but not to exceed one year. Postdoc should be moved to Employee (3252) if total appointments shall exceed one year.

Employee (3252)
Select this title when:
- The agency funding the salary requires or permits the appointee to be an employee of the University.

Employee-NEX (3255)
Non-Exempt Title Code for appointments less than 100% and pro-rated salary falls below FLSA salary test.

Fellow (3253)
Select this title when:
- The appointee is awarded a fellowship by an extramural agency and the award is paid through a University account.
- The appointment in PPS may be with or without salary (funds paid as a stipend) depending on the fund source.

Paid –Direct (3254)
Select this title when:
- The appointee is paid a fellowship directly by the granting agency. Appointed without salary in PPS.

Postdoctoral Scholars Appointments MUST BE:
- Full-Time, 100% (exceptions may be granted for less than full-time)
- Initial appointments is for one year minimum. First reappointment as Employee (3252) shall be for two years.
- Fellows/Paid-Directs—appointment duration based on the dates of the extramural award
- Minimum salary paid according to the established salary scale, with mandatory increase on the postdoc’s anniversary date
- Maintain adequate health insurance coverage — paid by the University or the extramural funding agency for Fellows and Paid-Directs
- Total duration of postdoctoral service may not exceed five years, including prior postdoctoral service at other institutions.

Note: The temporary nature of the position raises issues for international scholars seeking green card sponsorship in not required, but a broad range of research activities may be included.

Specialist – RB III-16
For academic appointees who engage in specialized research, professional activity, and University and/or public service, and who do not have any teaching responsibilities. Partial-time appointees can be made in this series. Minimum salary requirements apply. Green card sponsorship may be sought for individuals in this series.

Professional Research – RB III-12
For academic appointees who engage in independent research equivalent to that required for the Professor series. Individuals whose duties are defined as making significant and creative contributions to a research project, or to providing technical assistance to research activity should not be appointed in this series. Partial-time appointments may be made in this series. Minimum salary requirements apply.

Project Scientist – RB III-14
For academic appointees who make significant and creative contributions to a research or creative project. Demonstrated capacity for fully independent research in not required, but a broad range of knowledge and competency is expected. Minimum salary requirements apply. Green card sponsorship may be sought for individuals in this series.

6th Year Exception
Under unusual circumstances, the University may grant an exception to the five-year limit, not to exceed a sixth year.

The Hiring Department should consider appointment to another temporary research title should the Postdoc wish to continue their employment at UCSB.