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.

Postdoctoral Scholars Appointments MUST BE:
- Full-Time, 100% (exceptions may be granted for less than full-time)
- Initial appointment is for two-year minimum. Subsequent reappointments for one year minimum.
- Fellows/Paid-Directs – appointment duration based on the dates of the extramural award
- Minimum salary paid according to the established salary scale, with mandatory increases every April 1 or October 1
- Maintain adequate health insurance coverage – paid by the University – includes Fellows and Paid-Directs
- Total duration of postdoctoral service may not exceed five years, including prior postdoctoral service at other institutions

Postdoctoral Scholars Appointments MAY BE:
- Non-Exempt Title Code for appointments less than 100% and pro-rated salary falls below FLSA salary test.
- Full-Time, 100% (exceptions may be granted for less than full-time)
- Initial appointment is for two-year minimum. Subsequent reappointments for one year minimum.
- Fellows/Paid-Directs – appointment duration based on the dates of the extramural award
- Minimum salary paid according to the established salary scale, with mandatory increases every April 1 or October 1
- Maintain adequate health insurance coverage – paid by the University – includes Fellows and Paid-Directs
- Total duration of postdoctoral service may not exceed five years, including prior postdoctoral service at other institutions

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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.