

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** a Postdoctoral Scholar, certain requirements must be met, per the UC [APM-390](#) and [Red Binder III-17](#) (campus policy manual), prior to appointment request. Terms and conditions of postdoctoral scholar employment are governed by the UC Postdoctoral Scholar [Memorandum of Understanding](#).

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 prorated 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.

Appointee may receive additional financial support from the University. Concurrent appointments as: FELLOW 3253 and EMPLOYEE 3252

Paid –Direct (3254)

Select this title when:

The appointee is paid a fellowship directly by the granting agency. Appointed without salary in PPS.

Appointee may receive additional financial support from the University. Concurrent appointments as: PAID-DIRECT 3254 and EMPLOYEE 3252

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

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.

Project Scientist – [RB III-14](#)

For academic appointees who make significant and creative contributions to a research or creative project. Demonstrated capacity for fully independence 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.

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.

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.

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.
- Note: The temporary nature of the position raises issues for international scholars seeking green card sponsorship**