If the individual **IS** a postdoc, certain requirements must be met, per the APM-390 and Red Binder III-17. Terms and Conditions of postdoc employment are governed by the UC Postdoctoral Scholar MOU.

**Postdoctoral Scholars MUST:**
- Be appointed at 100% time (exceptions may be granted)
- Have an initial appointment for at least one year
- The total duration of an individual’s postdoctoral service may not exceed five years, including postdoctoral service at other institutions. *(Note: the temporary nature of the position raises issues for international scholars seeking green card sponsorship.)*
- Receive a minimum salary according to the established salary scale, with mandatory increase on the postdoc’s anniversary date
- Have health insurance coverage – paid by either the University or the appointee’s award

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.

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**Specialist – RB III-16**
For academic appointees who assist in research in specialized areas and who do not have teaching duties. Partial-time appointees may 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 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.

**Professional Research – RB III-12**
For academic appointees who engage in independent research equivalent to that required for the Professor series, including those who make significant and creative contributions to a research project or provide technical assistance to research activity. Partial-time appointments may be made in this series. Minimum salary requirements apply. Green card sponsorship may be sought individuals in this series.

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**Employee – 3252**
Select this title when:
1) The agency funding the salary requires or permits the appointee to be an employee of the University, OR
2) Whenever General Funds, Opportunity Funds or other University discretionary funds are used to support the position.  

**Fellow – 3253**
Select this title when:
The appointee is awarded a fellowship or traineeship for postdoctoral study 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 or traineeship directly by the granting agency. Appointed without salary in PPS. Appointee may receive supplemental support from the University and is appointed as a 3252/3254.