

## Postdoctoral Scholars

A Postdoctoral Scholar is someone who has received their Ph.D. within the last five years and has never held a faculty appointment. Postdoc Scholar appointments are intended to provide a full-time program of advanced academic preparation and research training. Initial appointments are for a minimum of one year. This title is limited to five years. Postdocs are required to receive a 2% increase annually or to be brought to their experience level minimum. See experience levels: <http://www.ucop.edu/academic-personnel-programs/compensation/2016-17-academic-salary-scales.html>

**Titles:**

**Postdoctoral Scholar-Employee (3252)**

An appointment is made in the title “Postdoctoral Scholar-Employee” 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 discretionary funds are used to support the position (3) when faculty want to pay additional compensation to a postdoc. This title can be used for Postdoc-Paid Directs or Postdoc Fellows who have a fellowship that falls below the campus minimum or to maintain equity with other postdocs in the same lab/unit. A primary appointment as a Postdoc-Paid Direct or Postdoc Fellow is required for definition #3. Minimum appointment duration (at 100%) is one year.

**Postdoctoral Scholar-Fellow (3253)**

An appointment is made in the title “Postdoctoral Scholar-Fellow” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the fellowship or traineeship is paid through a University Account.

**Postdoctoral Scholar-Paid Direct (3254)**

An appointment is made in the title “Postdoctoral Scholar-Paid Direct” when the postdoctoral scholar has been awarded a fellowship or traineeship by an extramural agency and the agency pays the fellowship directly to the Postdoctoral Scholar, rather than through the University. Such appointments have a “without salary” status.

**Postdoctoral Scholar Employee-Non Exempt (3255)**

An appointment is made in the title “Postdoctoral Scholar-Employee NEX” 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 discretionary funds are used to support the position and based on the percentage appointment of the Postdoctoral Scholar, the prorated salary per week does not meet the FLSA salary level test

**Interim Postdoctoral Scholar-Employee (3256)**

An appointment is made in the title “Interim Postdoctoral Scholar-Employee” when UC graduate students who recently obtained their Ph.D. degree or equivalent who need a short-term appointment to complete an existing project from their graduate education programs before moving on to other employment. This title is limited to a total of 12 months.

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> <li>Determines they would like to hire a Postdoctoral Scholar and contacts HR Operations at <a href="mailto:ersohrops@erso.berkeley.edu">ersohrops@erso.berkeley.edu</a></li> </ul>
2	HR Generalist	<ul style="list-style-type: none"> <li>Gathers the necessary documents from the scholar and provides other required forms:               <ul style="list-style-type: none"> <li>-Gateway application</li> <li>-CV</li> <li>-Proof of Ph.D.</li> <li>-Funding source and amount*</li> <li>- Postdoc Scholar Appointment Form</li> </ul> </li> </ul>
3	HR Generalist	<ul style="list-style-type: none"> <li>Prepares the application in Gateway</li> <li>Submits the Documents to Academic HR Assistant (199 MD Cory Hall)</li> </ul>

4	Academic HR Assistant	<ul style="list-style-type: none"> <li>• Reviews documents and submits them to HR Operations Manager</li> </ul>
5	HR Operations Manager	<ul style="list-style-type: none"> <li>• Gives final review of case on behalf of Associate Dean for Research and approves it</li> <li>• The appointment is also approved in Gateway</li> <li>• Copy of approved form/memo is sent back to HR Generalist</li> </ul>
6	HR Generalist	<ul style="list-style-type: none"> <li>• Sends offer letter to Postdoc and sends a copy to HR Assistant for the file</li> </ul>

\*Must meet the established campus minimum.