

POSTDOCTORAL SCHOLARS

Postdoc Scholar appointments are intended to provide a full-time program of advanced academic preparation and research training.

A Postdoctoral Scholar is someone who has received their Ph.D. within the last five years and has never held a faculty appointment. Initial appointments are for a minimum of one year (unless appointed as an Interim Postdoc). The postdoc title is limited to a total of five years.

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 also 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 this 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 a UC graduate student who recently obtained their Ph.D. degree or equivalent 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	Determines they would like to hire a Postoc and contacts HR Generalist
2	HR Generalist	Gathers the necessary documents/signatures from the scholar, PI and fund manager: -Gateway application -CV -Proof of Ph.D. (not required with extension) -Funding source and amount* -Postdoc Scholar Request Form
3	HR Generalist	Prepares application in Gateway and submits all documents to Academic HR Assistant
4	Academic HR Asst	Logs in request and submits them to HR Operations Manager
5	HR Operations Manager	Gives final review of case Obtains Dean's approval and approves it in Gateway Copy of approved form is scanned back to HR Generalist
6	HR Generalist	Notifies scholar, PI and RSO that appointment has been approved Obtains visa documents for scholar, if required

*Must be appointed at appropriate experience level

REQUEST FOR POSTDOC APPOINTMENT

Name:		Request Date:	
Email Address:		Academic Department:	
Will the Scholar Need a Visa?		If Yes, What Type:	

Appointment and Required Documentation:

*Postdoctoral titles are limited to five years (including prior postdoctoral employment)

Initial

1) Appointment request form, 2) Current CV, 3) Proof of PhD, 4) VSPA application
<https://vspa.berkeley.edu/pdform.doc>

Extension

1) Appointment request form, 2) Current CV, 3) VSPA application,
<https://vspa.berkeley.edu/pdform.doc>

Merit

1) Appointment request form, 2) Current CV, 3) Memo of support/justification
*Normal merit cycle = 1 year.

Exception

1) Appointment request form, 2) Current CV, 3) Justification
*Exceptions include percentages below 100%, appointments/reappointments less than one year, rare requests for a sixth year appointment .

Title:

Percentage:

Dates of Appointment:

*One year unless exception is requested

Begin:

End:

Annual Full-Time Salary Rate:

<http://www.ucop.edu/academic-personnel-programs/compensation/index.html>

PhD Conferral Date:

Institution:

***Accepted documentation for proof of PhD:** Copy of degree or verification from home institution's Graduate Division or Registrar that requirements have been met and anticipated date of degree conferral.

*Provisional approval subject to receipt of degree.

Funding Source:

3252/Employee: Funding Agency Name:

Type of Funding

Chartstring:

3253/Fellow: (include copy of award showing primary source of funding):

3254/Paid Direct:* (include copy of award):

*3254/Paid Direct must have postdoctoral fellowship that meets the campus minimum financial support requirement

All costs associated with workstation set up, computers and support, office supplies, telephones, and ergonomic equipment will be the responsibility of the Faculty requesting this position.

Please provide a brief description of duties

***If this is an extension and there are no changes to the previous job description please state that there are no changes in the postdoc's duties, research and/or scope since their initial hire (or prior reappointment).**

Workspace Location:

HR Preparer: Case Number:

Faculty Sponsor Name: Signature: Date:

* Faculty sponsor signature acknowledges that Postdoc Annual Evaluation must be completed in writing. This can be found at <http://hrweb.berkeley.edu/labor/contracts/PX> under "Postdoctoral Annual Evaluation".

Department Chair Name: Signature: Date:

RSO/Fund Manager Name: Signature: Date:

* RSO signature confirms that there is sufficient funding for the duration of the appointment

Dean Name: Signature: Date:

HR Operations Use Only

<input type="checkbox"/> Offer Letter Sent	Date: <input type="text"/>	
<input type="checkbox"/> Signed Offer Letter Received	Date: <input type="text"/>	Number of months of Postdoc experience: <input type="text"/>
<input type="checkbox"/> Benefits Counseling Completed	Date: <input type="text"/>	Min Salary: <input type="text"/>
<input type="checkbox"/> Time Reporting Counseling Completed	Date: <input type="text"/>	Case Completion Date: <input type="text"/>