

HIRING A POSTDOCTORAL SCHOLAR

General Information and Definitions

Postdoctoral Scholar appointments are intended to provide a full-time training program of advanced academic preparation and research training under the mentorship of a faculty member or professional researcher. Annual review and ongoing mentorship are key and required components of PDS appointments.

A **Postdoctoral Scholar appointee** is someone who has a Ph.D. or equivalent conferred within the last 5 years and who has never held a faculty appointment.

A **Foreign National** is a non-US citizen and must have an appropriate Visa and employment authorization. Consult with your ProS HR Partner or Generalist (HR) on Visa-related matters.

Appointment Titles and Criteria

Postdoctoral Scholar Employee (TC 003252)	Postdoctoral Scholar Fellow (TC 003253)	Postdoctoral Scholar Paid Direct (TC 003254)	Postdoctoral Scholar Employee NEX (TC 003255)	Interim Postdoctoral Scholar Employee (TC 003256) [†]
(1) Agency funding the salary requires or permits the appointee to be an employee of the University, or (2) General Funds, Opportunity Funds or other University discretionary funds support the position.	A fellowship or traineeship for postdoctoral study has been awarded by an extramural agency, <u>and</u> the Postdoctoral Scholar is paid through a UC Berkeley account.	A fellowship or traineeship for postdoctoral study has been awarded by an extramural agency, <u>and</u> the Postdoctoral Scholar is paid directly by the agency (not UC Berkeley).	(1) Agency funding the salary requires or permits the appointee to be an employee of the University, or (2) General Funds, Opportunity Funds or other University discretionary funds support the position and (3) based on the percentage of appointment, the prorated salary per week does not meet the FLSA salary level test.	A UC Berkeley doctoral graduate who will continue to provide research for less than a year, for the purpose of finishing projects. <i>[†]Should an Interim Postdoctoral Scholar-Employee be appointed as a Postdoctoral Scholar-Employee at the conclusion of the interim appointment, the hire date shall remain the original date of interim title appointment.</i>

Appointment Durations

- Initial appointment must be a minimum of 1 year; however, for Postdoctoral Scholar (PDS)-Fellows and PDS-Paid Directs, the duration is the length of their fellowship award funding.
- The first reappointment of a PDS from any title into the PDS-Employee title must be for 2 years.
- Subsequent reappointments of PDS-Employee must be for 1 year. PDS-Fellow and PDS-Paid Direct reappointments must equal to the duration of their fellowship award funding.
- Appointments shall be for full-time (100%).
- Appointments are limited to 5 years, including past postdoctoral employment at other institutions.
- Appointments must have a fixed end date. Special circumstances may warrant a 6th year maximum exception.
- All exceptions require Faculty, VSPA, and Academic Personnel Office (APO) approvals.

Appointment Exceptions

Appointment less than Full-Time	<p>Separate written requests required from Postdoctoral Scholar and Faculty.</p> <ul style="list-style-type: none"> Health reasons Family responsibilities Employment external to the University Concurrent employment in another University position or part-time teaching (e.g., Lecturer). Combined appointments shall be 100%.
Reappointment less than 1 or 2 Years	<ul style="list-style-type: none"> Funding is available for less than a full 1 or 2 years Continuation of the project is for less than a full 1 or 2 years Visa limitations Change in Principal Investigator (less than 2 years) PDS requests a bridge appointment to carry over to next employment Eligibility exhausted as PDS
Appointment beyond the 5-Year Limit	<p>Written request from Faculty required.</p> <ul style="list-style-type: none"> 5 years have passed since the PDS received their Ph.D. degree Additional time to complete the research project

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Salary and Benefits

Salary

- Salary scale is based on the NIH-NRSA Postdoctoral Scholar National Stipend rates
- Salaries above the minimum Postdoc Salary Scale ([Table 23](#)) require approvals from the Dean's office
- Annual salary is paid at or above the PDS's relevant months of experience level
- Must receive salary increase on anniversary date to at least the minimum of their experience level or 2%, whichever is greater.
- For Fellow/ Paid Direct: If the fellowship award falls below the experience level minimum, the PI/Hiring Department shall provide supplemental support to bring up to the minimum salary.

Benefits

Postdoctoral Scholars

- Must have adequate health insurance coverage for the duration of their appointment
- Are eligible to enroll in Health Benefits through Gallagher Benefit Services
- Are entitled to 24 days of Paid Time Off (PTO) and 12 days of Sick Leave for each 12-month appointment
- For eligible PDS, Family Medical Leave (FML) is available. Contact HR to discuss.
- Are eligible to observe University Holidays

Note:

- PTO and Sick Leave days are pro-rated for appointments less than one year and/or less than full-time (100%).
- PTO and Sick Leave days are available up front for use at the start of the appointment
- Unused Sick Leave days can be carried forward to subsequent appointments at UC Campus(s)
- Unused PTO days cannot be carried over to subsequent reappointment

Hiring Process and Workflow

For instructions on the timely processing of appointments, reappointments, and separations in [HR Service Hub](#), refer to the [Hiring a Postdoctoral Scholar Appointments Client Job Aid Supplement](#).

[Click Here](#)

Additional Resources

Appointment policies and procedures	Academic Personnel (AP) Office	https://apo.berkeley.edu/
General resources	Visiting Scholar/Postdoc Affairs	https://vspa.berkeley.edu/
Academic non-senate recruitment	AP Recruit	https://aprecruit.berkeley.edu/
Housing accommodations	Housing/Residential Services	https://internationaloffice.berkeley.edu/living/housing
PDS benefits	Benefits	http://www.garnett-powers.com/postdoc
PDS union contracts	Labor Relations	http://www.uaw5810.org/
Visa procedures	Berkeley International Office	https://internationaloffice.berkeley.edu/profs_researchers/j-1
Volunteer organization	Berkeley Postdoc Association	http://postdoc.berkeley.edu/

Contacts

Your first point of contact for any PDS appointment related questions including Visa and post-hire issues or circumstances (e.g., FML) is HR. Please consult your [ProS HR Partner](#) or [Generalist](#) if you have any on any process, policy, or this job aid.