

College of Natural and Agricultural Sciences
Postdoctoral Scholar Position Summary

POSTDOCTORAL SCHOLAR	
Title Codes	003252, 003253, 003254, 003255, 003256
Policy Reference	UAW Contract
Academic Senate Membership	No
Titles/Levels	Postdoc - Employee (003252); Postdoc - Fellow (003253); Postdoc - Paid Direct (003254); Postdoc - Employee NEX (003255); Postdoc - Interim Employee (003256).
Definition	Appointees engage in scholarship and continuing research training. Conduct research under general oversight of faculty mentors.
Terms of Service	Initial appointment must be 1 year; 5 year max; must be at 100%.
Duties	Conduct research under the general oversight of a mentor in preparation for a permanent position in academe, industry, government or private sector; enhance graduate and undergraduate education and research programs. <i>Emphasis is on training rather than performing a job.</i>
Degree Requirement	Doctoral Degree required. (Ph.D., M.D. or equivalent.) No exceptions.
Criteria for Appointment	Emphasis is on advanced academic preparation and research training under faculty mentors in preparation for academic or research career.
P.I. Status	Generally no, but may be allowed by exception (See Office of Research).
Merit Review Criteria	Annual Review by Mentor. Salary increases are given annually to Postdoctoral scholars- upon their anniversary date bringing them to the next experience level or 2% increase - whichever is the less - employee on the basis of merit in accordance with established campus procedures. Increases to Postdoctoral Scholars - Fellow and Postdoctoral Scholars - Paid Direct should be provided in accordance with the provisions of the extramural funding agency. Merit requests are available and must be submitted to the Dean for approval.
Approval Authority	Initial appointment is Dean's authority. Authority for reappointments is with Department Chair or PI. Copy of reappointment letter must be sent to the Dean's office.
Salary Scale Range	Table 23
Off-Scale Allowed	Yes
Vacation Leave	No Vacation Accrual - All title codes are expected to take "time off" on pay status each academic year in the intersession and recess periods (which constitutes about four weeks, excluding University holidays between the beginning of Fall Term and the end of Spring Term.), unless Fellow and Paid Direct extramural funding agency specifies different provisions. If "time-off" during intersession and recess is not possible, other "time off" may be taken at another mutually agreeable time; 24 days/year.
Sick Leave	Yes, 12 days/year, with exceptions if Fellow and Paid Direct Titles are funded by an agency that specifies different provisions. [APM-710 DOES NOT apply to these title codes.]
8-Year-Rule	Not Applicable. Limited to 5 years of total postdoc service (UC and non-UC).
Subject to Layoff	Yes. When department is notified by P.I. that the Postdoc is being laid off, the department will notify the Dean's office and Labor Relations of the proposed lay-off. Affirmative Action will need to review the proposed layoff as well before the layoff can occur. Once the layoff has been reviewed by all three offices, department will then give the Postdoc a 30 day written notice of the action.
Funding	May be supported by State and/or non-State funds. Appointment letter required to set forth funding requirements for the position.
Sabbatical Leave	No
Leave with Pay	Yes, with approval. Use UPAY 573.
Affirmative Action Search or Waiver Needed for Appointment	None
Faculty Vote for Appointment	Not Required
Extramural Letters Needed for Appointment	Not Required
Job Description	Not Required
Visiting Titles	No
Bargaining Unit	UAW - Union Represented
APPOINTMENT FILE	Use appropriate form and include a APSU Biography and Bibliography (UC format). All postdocs must receive an appointment/reappointment letter either from the P.I. or the Chair. Sample appointment/reappointment letters can be found on the Graduate Division Website under the Office of Postdoctoral Studies. A copy of the signed appointment/reappointment letter must be sent to the Dean's Office and the Graduate Division. For Postdoc - Paid Direct (Title Code - 3254) and Postdoc - Fellow (Title Code - 3253) include letter from the extramural funding agency to the Dean's Office and the Graduate Division.