

APM 390: Postdoctoral Scholars

**Policies and procedures pertaining to the appointment of
postdoctoral scholars at UCLA**

Full implementation: January 1, 2005

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Office of Postdoctoral & Visiting Scholar Services
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Policy

- **APM 390 sets forth terms and conditions to the appointment of Postdoctoral Scholars within the UC System.**
- **It applies to both:**
 - **1) Postdoctoral Scholars who are employees of the University, and**
 - **2) Postdoctoral Scholars who are appointed as fellows and are paid stipends by extramural agencies either directly or through the University**

Definition

- **Postdoctoral scholar appointments are temporary positions with fixed end dates intended to provide a full-time program of advanced academic preparation and research training.**
- **Individuals pursuing clinical fellowships and residencies in the health sciences are excluded from appointment to these titles.**

Responsibility

- Faculty mentors are responsible for guiding and monitoring the advanced training of postdoctoral scholars.
- In that role, the mentors should make clear the goals, objectives and expectations of the training program and the responsibilities of the postdoctoral scholar.
- The UCLA Graduate Division has the delegated authority to approve appointments and reappointments of postdoctoral scholars.

Appointment Requisites

- **In order to qualify for appointment as a postdoctoral scholar, the individual must:**
 - Provide evidence of completion of a doctoral degree received within the past ten years, and
 - Have no more than five years of cumulative postdoctoral research experience, including postdoctoral service at other institutions.
 - Note: the five-year term limitation does not include medical residencies or clinical appointments.

New Appointment Process

- The department offers a position to a scholar by providing the “notice of appointment” from the faculty mentor, which the scholar is required to accept in writing.
- The department processes the appointment in the payroll system (under the appropriate title code) and sets the scholar up with benefits.
- The department then submits the official appointment request to the Graduate Division, along with a copy of the signed notice.
- Graduate Division reviews the appointment and maintains a record of the scholar. If denied, the department is notified of the violation and provided an opportunity to appeal.
- If the exception is denied, the Graduate Division will recommend appointment in a more appropriate title.

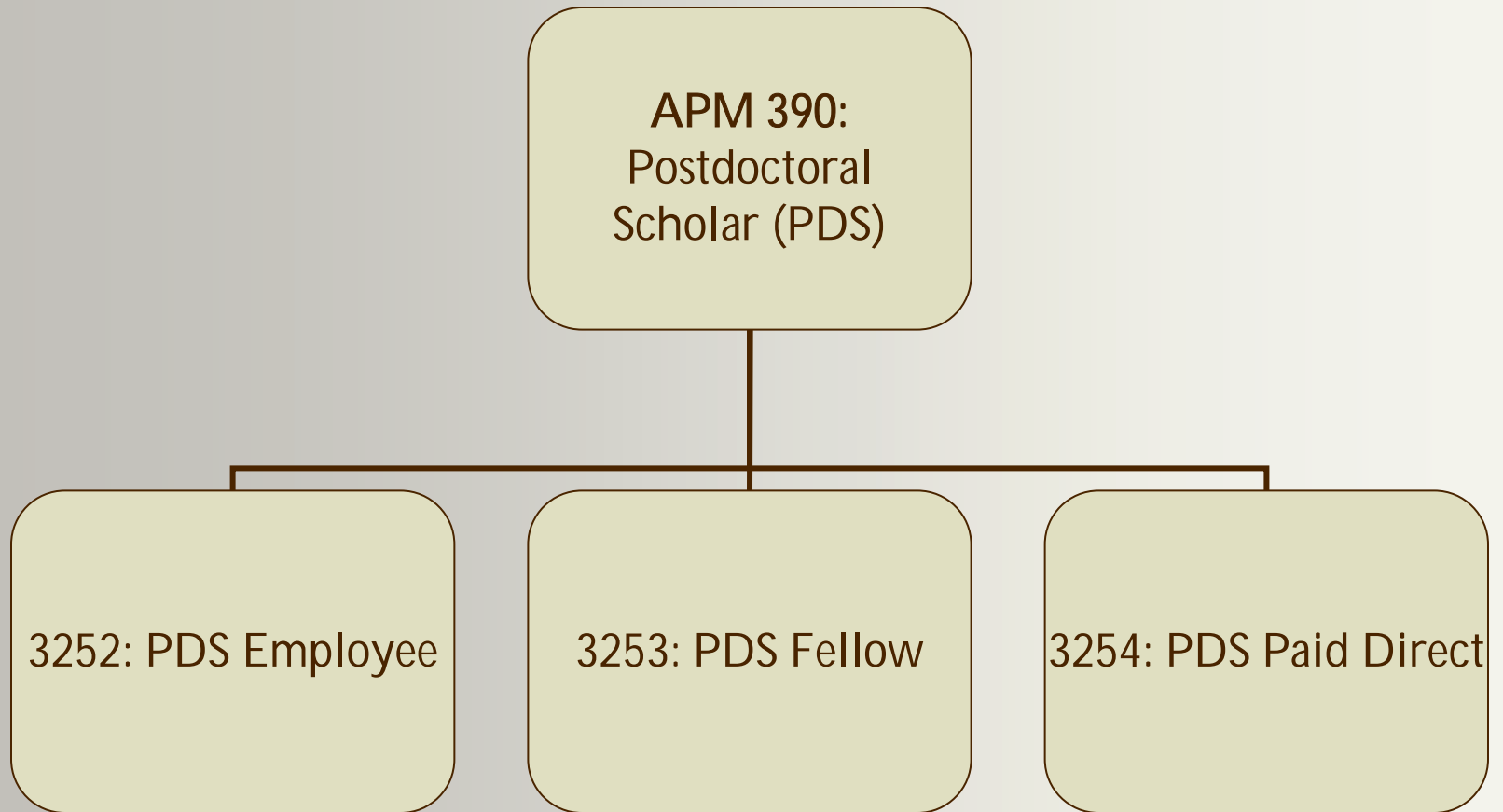
Notice of Appointment

- The PDS shall be provided a written notice of appointment, which shall include:
 - Mentor's name
 - Begin and end dates of appointment
 - Salary/stipend amount
 - Source of funding
 - Work eligibility requirements for US citizens and non-citizens
 - A copy of APM 390 and a summary of benefits, or corresponding website information, shall accompany the notice.
- The PDS is required to accept the appointment in writing.
- A template will be available on the Graduate Division website.

UCLA Identification

- Upon approval of the appointment, the Graduate Division will issue a letter of welcome to the postdoctoral scholar, which is needed to obtain the UCLA Bruin Card or Medical ID badge.
- Postdoctoral scholars will continue to enjoy the benefits of University Housing eligibility, childcare services, reduced course enrollment with UNEX, library access, and membership with the faculty and recreational centers.

Titles



3252: PDS – EMPLOYEE

- An appointment is made to 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 University discretionary funds are used to support the position.

3253: PDS – FELLOW

- 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 through the Graduate Division (i.e., Form 10).

3254: PDS – PAID DIRECT

- An appointment is made to the title “Postdoctoral Scholar – Paid Direct” when:
 - The postdoctoral scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency, and
 - The agency pays the fellowship or traineeship directly to the postdoctoral scholar rather than through the University.

Processing 3253/3254 in the EDB

- The departmental EDB Preparer will enter the Postdoctoral Scholar – Fellow & Paid-Direct appointment information in the EDB using title codes 3253 & 3254, respectively, with a non-paying DOS code.
- All 3253 appointees will continue to receive their stipend payments through the Graduate Division via submission of the Fellowship Award Transmittal (i.e., “Form 10”)

3240: Postgraduate Researcher (PGR)

- Starting January 1, 2005, the University will begin phasing out the use of title code 3240 – Postgraduate Researcher.
- Only those postdoctoral scholars who were appointed in this title code prior to January 1, 2005, may continue, and be reappointed in title code 3240.
- Title code 3240 will be retired January 1, 2010.

“Employment” paperwork

- All postdoctoral appointees will be required to complete the hiring paperwork before the appointment is entered into the EDB.
- A checklist of applicable forms will be provided on the Graduate Division website.

Terms of Service

- **Postdoctoral Scholar appointments are temporary and have fixed end dates.**
- **Appointments are typically made for one year, but may be made for up to three years.**
- **The total duration of an individual's postdoctoral service may not exceed five years, including service at other institutions.**

Minimum Pay Requirements

- For the 2004-05, the minimum annual pay rate that can be provided to a postdoctoral appointee is \$30,000.
- It is anticipated that this will increase to \$31,044 in 2005-06.
- The maximum of the range is \$75,324, which will be range adjusted in subsequent years to the same extent as for other non-exclusively represented, non-Senate academic appointees.

Appointment Percentage

- Appointments to the Postdoctoral Scholar titles are full-time (100%), based on the expectation that that Postdoctoral Scholar will be fully involved in scholarly pursuits.
- When a PDS additionally holds a University teaching appointment, or other University position, the percent-time of the PDS appointment normally will be reduced so that the sum of the percent times of the two appointments equals 100%.

Exceptions to Policy

- Exceptions are considered for the appointment percentage, term limitations and minimum pay level upon written request of the appointee and concurrence of the mentor.
- Exceptions should be addressed to Associate Dean John Richardson and submitted to Kyle Cunningham.

Supplementation – “Additional Compensation”

- To generate additional pay for a PDS – Fellow and/or Paid Direct, the department will pay under the payroll title of 3252.
- All existing 3240 “supplements” should be moved to the 3252 title on January 1, 2005.

Annual Reviews

- In furtherance of fostering a postdoctoral scholar's career, the mentor shall conduct an annual review with the postdoctoral scholar.
- A written evaluation will be provided to the postdoctoral scholar upon request.
- If no written evaluation is conducted, confirmation of the review should be included in the notice of appointment renewal.

Postdoctoral Health Benefits

- The UC Postdoctoral Scholar Benefits Plan (PSBP) is a comprehensive package of benefits designed to closely match the benefits offered through the UC Faculty/Staff plan.
- Coverage includes medical, dental, vision, life, AD&D, workers' comp., short-term disability, and voluntary long-term disability coverage.
- Complete information is available online at: <http://www.garnett-powers.com/postdoc/>

PGR Benefits

- **Current PGR appointees will retain their existing staff/faculty health & welfare benefits, including membership in the UCRS, if applicable.**
- **As such, they will not be eligible for the new Postdoctoral Scholar Benefits Plan.**

Repatriation/Medical Evacuation Coverage for Non-residents

- Federal regulations require each non-resident exchange visitor (J1 visa-holder) to have insurance in effect which covers the exchange visitor for sickness or accident for the duration of the their appointment.
- UC Benefits and the new UC PSBP do not include catastrophic coverage.
- Please ensure that all non-resident appointees check in with the Office of International Students & Scholars to secure this coverage.
- Graduate Division may require submission of evidence of catastrophic coverage at the time of appointment.

Time Off

- Postdoctoral scholars do not accrue vacation.
- They are expected to take time off each academic year in the intersession and recess periods (constituting about four weeks, excluding University holidays) between the beginning of fall and end of spring terms.
- If, however, the research program involves work during these periods, it is expected that the mentor will approve equivalent time off at another mutually agreeable time.
- The time-off provision is renewed at the time of reappointment. There is no carry-over of hours for annual reappointments.

Sick Leave

- Postdoctoral Scholars are eligible for paid sick leave of up to twelve days per twelve-month appointment period.
- Unused sick leave is carried forward to subsequent postdoctoral appointments.
- The new sick leave is not an accrued benefit. Departments will be expected to record sick leave in one-day increments within their internal HR office.

Other Leaves

- **Childbearing, Parental and Family Medical: as per APM 760 & 715**
- **Holidays**
- **Military: as per APM 751**
- **Jury: postdoctoral scholars are eligible for jury duty leave.**

Retirement

- APM 390-75 states that the 3252, who is a citizen or resident alien, will contribute to the Defined Contribution Plan.
- Titles 3253 & 3254, being “non-employee” titles are not eligible for DCP-Casual.
- All new postdoctoral titles are ineligible for the University of California Retirement Plan (UCRP).

Upcoming informational workshops

- Please plan to attend an additional series of departmental workshops in late November/early December for training on processing the postdoctoral appointments in the EDB.
- Workshops will be announced on the postdoc admin distribution list in the near future.
- Issues to be covered: new DOS codes; split appointments; revised appointment forms and an administrator handbook.

Contacts

Postdoctoral appointments

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|--------------------------|-------------|----------|
| - Kyle Cunningham | policy | 825-0636 |
| - Anna Guzman | eligibility | 825-4247 |
| - John Richardson, Ph.D. | exceptions | 206-2281 |

PSBP Benefits Processing

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|-------------------|---------|----------|
| - Kevin Dalton | analyst | 794-0842 |
| - Beto Hernandez | analyst | 794-0807 |
| - Jennifer Yu-Toy | analyst | 794-0844 |

PSBP Benefits Information

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|-----------------|--------|--------------|
| - Steve Johnson | broker | 800-254-9210 |
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