



POSTDOCTORAL APPOINTMENT POLICY

2. For the primary appointment form, appointment. In cases where the external funding is the greater source of funding, the primary appointment will be the 094 no-pay appointment.
3. For the secondary appointment, note in remarks that it
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4. A dual appointment offer let

In general, individuals shall serve no more than five years in the status of postdoctoral appointee. Exceptions must be approved by the AS&E Deans Office. Send any exception proposals to the attention of Tammy Michielsen at tammy.michielsen@rochester.edu who will consult with the Dean of Graduate Studies and Postdoctoral Affairs as needed.

Duration of appointment for 094 (Visiting) postdocs: Effective March 2020: The University of Rochester established the following 12-month term limit for 094 visiting postdoctoral fellows.

The total time spent in the 094 Visiting Postdoctoral Fellow job code may not exceed 12 months. Additionally, the initial appointment for a 094 Visiting Postdoctoral Fellow may not exceed 12 months. The term limit includes dual appointments where the Visiting Postdoctoral Fellow appointment does not represent 100% of the effort/funding.

Departments that wish to keep a Visiting Postdoctoral Fellow longer than 12 months must convert the individual to the 093 Postdoctoral Associate position or another appropriate position that is paid directly from the University of Rochester. Conversion to the 093 Postdoctoral Associate position provides postdocs with the full range of [benefits associated with the 093 Postdoctoral Associate position](#).

An exception may be permitted for funds a postdoctoral appointee receives from competitive external grants or fellowships that are awarded directly to the postdoctoral appointee from agencies with which the postdoctoral appointee is not otherwise affiliated (e.g. as an employee). Official documentation of the award from the funding agency is required.

Other exceptions to the 12-month term limit for Visiting Postdoctoral Fellows are not permitted.

The 12-month term limit is intended to ensure that postdocs are treated equitably across all job codes.

This policy applies to a

imum threshold. In this case, the postdoc will have multiple appointments, and the benefits will follow whichever is the majority (over 50%) appointment.

Note that for Appointees in H1B or J-1 temporary work authorization status, there may be additional requirements on the stipend level the University provides. For H1Bs, federal law requires

the Dean of the Faculty for Arts, Sciences and Engineering, who may elect or decline to hear it. There are no appeals beyond this.

8. *Resignation*

If a postdoctoral Appointee elects to resign his or her appointment prior to the ending date indicated in the appointment letter or subsequent written understandings, the postdoctoral Appointee is expected to provide a minimum of one month's notice. If the appointee is a foreign national in a temporary nonimmigrant worker status they should inform the International Services Office of the resignation by completing the Scholar Departure Form: www.iso.rochester.edu/travel/depart/scholar.

9. *Termination*

A postdoctoral Appointee may be terminated only after the advisor has first notified the appointee of his or her specific deficiencies. The notice should be made in writing, with a copy to the AS&E Dean of Graduate Studies and Postdoctoral Affairs. The notice should provide a reasonable period of time to remedy any deficiencies that can be remedied.

If the identified deficiencies are not remedied within the time allowed, then the advisor will, with the advice and consent of the department chair (or center director), terminate the appointment of the postdoctoral appointee.

In those circumstance in which the need to terminate a postdoctoral appointee is more pressing than the process described above will allow, the matter may be presented to the AS&E Dean of Graduate Studies and Postdoctoral Affairs for review. If it is determined that an immediate termination, or suspension pending further investigation or procedures, is warranted, such immediate actions will be taken.

If the funding for the postdoctoral appointee is terminated prematurely by an outside funding agency,

Your total annual stipend for your primary appointment will be \$[STIPEND AMOUNT] and your total annual stipend for your secondary appointment will be \$[SALARY AMOUNT] for a total annual stipend of \$ [TOTAL AMOUNT]. If your appointment is renewed, your stipend may be adjusted each year according to the additional year of experience you will then have.

You will receive the benefits described in Appendix C of the Policy, including access to medical, dental and vision insurance, as part of your appointment. This offer is contingent on your ability to provide and maintain work authorization to the University of Rochester. You are required to work with your department administrator to obtain the appropriate work authorization. Foreign nationals should also work with the www.iso.rochester.edu/employment for employment information.

As of September 27, 2021, the COVID-19 vaccine is a mandatory condition of employment at the University of Rochester. To begin work, employees should be fully vaccinated (the two-dose vaccine [Pfizer, Moderna] or the single dose Johnson and Johnson). HR will obtain proof of COVID-19 vaccination and booster at the time they collect information for the I-9. Candidates may be able to request an exemption on medical or religious grounds. For more information, please see the [COVID-19 Resource Center](#).

REMOVE THE FOLLOWING FOR A PRIMARY 094 APPOINTMENT WHERE STIPEND IS NOT PAID BY THE UNIVERSITY OF ROCHESTER. New York law requires employers to provide all employees with notice of certain information pertaining to pay status and payday, as well as certain contact address and contact information. Please be advised that your compensation will be paid to you on a salary basis, distributed over twelve months and paid on a [insert monthly or semi-monthly as appropriate]. Your regular payday will be [] monthlth and last day semi-

Step 4:

Implement the plan
Revise the IDP as needed

Establish regular review of progress and help
revise the IDP as needed

...for Mentors

Step 1. Become familiar with available opportunities.

By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and *Science* career reviews; see also *Resources: Career Opportunities* at the end of this document).

Step 2. Discuss opportunities with postdoc.

This needs to be a private, scheduled meetin

Conference Report. Bethesda, M.D. FASEB. [On-line]. Available:

<http://opa.faseb.org/pages/Publications/educationreport.htm>

Heiberger and Vick, eds. (1996). The Academic Job Search Handbook (2nd ed.). University of Pennsylvania Press.

Reis, R. M. (1997) _____ or. Preparing for Academic Careers in Science and Engineering. New York: IEEE Press. 1997.

On-line Listserv: _____. Available: <http://ctl.stanford.edu/Tomprof/index.shtml>

Barker, K. (2002). At the Helm: A Laboratory Navigator. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press.

Resources on Non-Academic Careers

Robbins-Roth, C. ed. (1998). Alternative Careers in Science. Leaving the Ivory Tower. San Diego, Calif.: Academic Press.

Kreeger, K. Y. (1999). Guide to Nontraditional Careers in Science. London: Taylor & Francis Group.

**these resources are not considered endorsements, per se*

APPENDIX C: SUMMARY OF BENEFITS

**University of Rochester Summary of Benefits
for Postdoctoral Associates (0093)
and Postdoctoral Fellows (0095)**

Benefit Category	Eligibility and Contact Information	Other Information
Medical POS - Excellus	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>The POS plan offers you the flexibility to choose to seek care in-network or out-of-network. You may choose a Primary Care Physician (PCP) for this plan who may coordinate all of your care. Or, you may desire to just self-refer to an in-network specialist when you need to see a particular type of doctor.</p>
Dental PPO - MetLife	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 URPD@Garnett-Powers.com</p>	<p>This plan offers you the option of seeking services from an <i>in-network</i> or <i>out-of-network</i> dentist. Co-insurance levels can change between in and out-of-network services. Seeking care from in-network dentists will reduce your costs.</p>
Voluntary Vision PPO - Aetna	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>This plan offers you a PPO platform with a robust network. This comprehensive plan offers low-cost copays for exams, lenses or contact lenses and frames, with an additional discount available on extra pairs of glasses or contacts.</p>
Voluntary Long-Term Care Insurance	<p>Immediate</p> <p>Contact Legacy Services at: 1-800-230-3398 Ext. 101 custserv@4groupitci.com</p>	<p>Long-term care insurance pays for home health care, assisted living and nursing home care to help people with the functions of day-to-day living like bathing, dressing, transferring and eating. Please refer to Legacy Services website for more information: www.servilink1.net/legacyltc</p>
Travel Accident Insurance	<p>Immediate</p>	<p>Provide insurance in case of accidental death or dismemberment while traveling on University business in capacity of University employee. Medical and travel-related assistance services are provided using Frontier MEDEX worldwide 24-hours a day.</p>
NYS Statutory Short-Term Disability	<p>Immediate</p>	<p>NY State Statutory only (half pay for up to 26 weeks, max of \$170 per week)</p>

