
POSTDOCTORAL APPOINTMENT GUIDE FOR ADMINISTRATORS

Administrators should familiarize themselves with the Postdoctoral Policy document (herein <http://www.rochester.edu/college/postdoc>).

This appointment guide for administrators contains the process by which a department should use to appoint or renew a postdoc appointment.

Offer Letters

Administrators should work with faculty to create offer letters to potential postdocs that follow the guidelines outlined in the Policy (sample letter templates are provided within the policy and in the dual appointment process description). The offer letter **MUST** include the points noted in the template letters. The text of the letterhead and edited before finalizing.

Stipend Policy

Postdoc stipends must meet the requirements stated in the appointment policy. If the postdoctoral associate is coming with his or her own funding, this funding must meet the required salary level or it will need to be supplemented by the advisor or department so that the minimum threshold. In this case, the postdoc will have multiple appointments, and the benefits will follow whichever is the majority (over 50%) appointment. See the process for the more information on logistics for appointing postdocs to multiple appointments and a specific template dual appointment offer letter.

Health Insurance Enrollment Garnett Powers & Associates:

After a postdoc appointment is in HRMS, Garnett Powers & Associates (GPA) is notified the following Wednesday via an automatic feed. GPA will send an email to the postdoc notifying them of the ability to enroll. Postdocs may review the health insurance plans and premiums at the Garnett Powers Website: