

# Skaggs School of Pharmacy Pharmaceutical Sciences

## Postdoctoral Scholar Information

### Eligibility

**What is a Postdoctoral Scholar?** 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.**

### The Three Types of Postdoctoral Scholars

**1. Postdoctoral Scholar – Employee:** an appointment is made in this title when (a) the agency funding the salary requires or permits the appointee to be an employee of the University, or (b) whenever General Funds, Opportunity Funds, or other University discretionary funds are used to support the position. \*NOTE\* - this title must be used when the salary is funded by a federal research grant.

**2. Postdoctoral Scholar – Fellow:** an appointment is made in this title 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.

**3. Postdoctoral Scholar – Paid Direct:** an appointment is made in this title when the Postdoctoral Scholar has been awarded a fellowship or and the extramural agency pays the award directly to the scholar (rather than through the University). They cannot be paid through personal funds (self or family's).

UCSD Postdoctoral Scholar Policy and Guidelines <http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf>

### Benefits

Garnett Powers Website; <http://www.garnett-powers.com/postdoc/>

### Salary Scale

Appointments must be for 100%, with a minimum annual salary of \$35,500. [Click here for the Postdoctoral Scholar salary scale.](#)

### Leaves

- Sick Leave - Postdoctoral Scholar are eligible for paid sick leave of up to twelve days per twelve-month appointment period.
- Vacation - Postdoctoral Scholars do not accrue vacation. Postdoctoral Scholars – Employees are expected to take time off each academic year in the intersession and recess periods (which constitute about four weeks, excluding University holidays) between the beginning of Fall Term and the end of Spring Term.

### Terminating Employment

- Scholars who are resigning from their position with the SSPPS or UCSD completely should inform their direct supervisor **AND** inform the HR Specialist at least 2 weeks prior to their last day.

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- A separation appointment must be scheduled at least 72 hours prior to the scholars last day of work. This will ensure that a student receives a final paycheck on his or her last day.
- If the scholar has been contributing to the Defined Contribution Plan, they will learn of their options to roll over or cash out during the separation appointment

### Additional Information

#### I. MAXIMUM LENGTH OF APPOINTMENT

The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. By exception, the Chancellor may grant an extension not to exceed a sixth year.

#### II. CONTENTS OF NEW APPOINTMENT FILE

- a. Postdoctoral Scholar Appointment form
- b. Mentor's Expectation letter
- c. Postdoctoral Academic Biography form
- d. Proof of degree \*

\* **Note:** One of the following official documents must be attached to the new appointment packet to account for proof of degree:

- Official diploma from the granting university (certified translation in English if in other language)
- Official copy of transcripts that indicate degree has been conferred
- Letter from the Dean or Registrar's Office indicating that the individual has passed his/her thesis defense and has met all the other requirements for the Ph.D. degree (for those that have not obtained the Ph.D. diploma)

**All other documents will not be acceptable for proof of degree.**

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| Postdoctoral Scholar |   |  |   |
|----------------------|---|--|---|
| Step                 | Process   | Administrative<br>Timeframe  | Overall Time Frame  |
| 1                    | * <b>HR Contact to send Visitor Checklist Form</b> - the form must be completed by the sponsor requesting to hire a Postdoctoral Scholar and sent back to the HR Contact  | 1-2 days (to submit the form to the PI)  | <b>1 week</b><br>(Depending on how quickly the PI returns the Visitor Checklist form)                   |
| 2                    | * <b>Appointment Materials</b> - email Postdoctoral Scholar appointment materials (#1 Biography form, #2 proof of Ph.D.)<br>* <b>Visa Materials</b> - email Postdoctoral Scholar J-1 visa materials (if applicable) - (#1 Form A, #2 Form B, #3 Form C, #4 Form D only if M.D., copy of passport) - Include SAMPLE email to Scholar and PI explaining the (3) step visa process | 1-2 days (to review the materials for accuracy)  | <b>2-3 weeks</b><br>(Depending on how quickly the Scholar returns the appointment materials)            |
| 3                    | * <b>Visa Materials</b> - mail the documents to the UCSD International Center, await for the DS2019 approval  | 1-2 days (to submit the visa information to the International Center)                    | <b>1-2 weeks</b><br>(Depending on how quickly the International Center reviews and approves)            |
| 4                    | * <b>DS-2019</b> - HR Contact mail the DS 2019 to the Scholar via Federal Express<br>NOTE: <i>The Scholar then has to take the DS2019 to the US Embassy in their home country. Depending on their home country the "official" approval can be a lengthy one.</i>  | 1-2 days (to Federal Express the DS 2019 to the Scholar)                                 | <b>2-4 weeks</b><br>(Depending on how quickly the Scholars appointment is schedule with the US Embassy) |
| 5                    | * <b>Appointment Packet</b> - HR Contact to complete the following; #1) complete the Appointment Summary with the Sponsor and the Fund Manager, 2) sponsor to complete the Mentor's Expectation letter, 3) review the Biography form for accuracy/Ph.D. degree  | 1-4 days (to review the materials for accuracy and obtain funding from the Fund Manager) | <b>1 week</b><br>(Depending on how quickly the PI completes the Mentor's expectation letter)            |
| 6                    | * <b>Offer Letter</b> - FINAL approval letter   | 1-5 days (to obtain approvals)   | <b>Up to 1 week</b>   |
| 7                    | * <b>Hire orientation</b>   | 1-2 days<br>(depending on when the Scholar is available to meet)                         | <b>Up to 1 week</b>   |
|                      |   | ~ 2 weeks =<br>administrative<br>process   | <b>~ 12 weeks =<br/>overall process</b>   |

Updated 12/2/08