

**APM - 390 (Postdoctoral Scholars)
Summary of Major Provisions**

1. **Purpose.** The Universitywide policy provides the general framework and core requirements for Postdoctoral Scholar appointments. Within the parameters of APM - 390, campuses may develop specific policies, procedures, and programs in order to meet distinctive needs.
2. **Application.** The policy applies to both (1) postdoctoral employees, typically funded by research grants, and (2) postdoctoral fellows and trainees, typically funded by extramural agencies.
3. **Consistent Treatment.** The policy provides for consistent treatment, to the extent possible, for both Postdoctoral Scholars who are employees and Postdoctoral Scholars who are fellows or trainees.
4. **Postdoctoral Scholar Definition [390-4].** The policy defines Postdoctoral Scholars as temporary appointees pursuing a full-time program of advanced academic preparation and research training under the direction and supervision of faculty mentors.
5. **Title Codes [390-8].** Three new title codes have been established to differentiate employees from non-employees to meet Federal and State laws and regulations and to differentiate non-employee fellows by pay status. One title code (3252) is for postdoctoral employees, the second (3253) is for non-employee postdoctoral fellows or trainees whose stipends are paid through University accounts, and the third (3254) is for non-employee postdoctoral fellows whose stipends are not paid through University accounts. Individual Postdoctoral Scholars may be appointed in more than one title code depending on funding status.
6. **Appointment Duration [390-17].** Postdoctoral Scholar appointments are temporary (often one year) and renewable up to a maximum of five years, including time in postdoctoral status at other institutions. After this period, Postdoctoral Scholars may be hired into appropriate academic or staff research titles in accordance with campus policies. Exceptions may be granted by the Chancellor for a sixth year as a Postdoctoral Scholar. Examples of when such exceptions might be made are when Postdoctoral Scholars are changing fields or when they have had a reduced postdoctoral workload due to childbearing, childrearing, or health conditions.
7. **Salaries and Stipends [390-18].** A common salary/stipend scale, initially ranging from \$29,000 to \$75,324, is being established for both postdoctoral employees and fellows (campuses may establish higher minimums). This range is sufficient to provide salaries and stipends that are both appropriate to the Postdoctoral Scholar's educational background and qualifications and competitive with stipends provided by other leading research universities.

The maximum and minimum of the scale will be adjusted annually by the Office of the President in conjunction with changes approved for other non-exclusively represented, non-Senate academic appointees.

Campuses are responsible for establishing the criteria for determining individual Postdoctoral Scholars' salaries and may set steps within the scale for "Postdoctoral Scholars – Employee."

When extramural agencies establish stipends at a rate less than the University minimum, the campus is required to provide additional funding to bring the Postdoctoral Scholar up to the minimum of the UC-established range.

8. **100 Percent Time** [390-19]. Appointments normally are made at 100 percent time in recognition of the nature of the appointment. Exceptions, upon written request of the Postdoctoral Scholar, may be granted for reasons of health, family responsibilities, or employment external to the University.
9. **Appointment Notices** [390-21]. A written notice of appointment is to be provided to each Postdoctoral Scholar, and the Postdoctoral Scholar is required to accept the appointment in writing.
10. **Annual Reviews** [390-25]. Mentors conduct annual reviews with their Postdoctoral Scholars. Such reviews may assess the Scholar's progress to date, strengths, areas needing improvement, and potential for becoming a career researcher in the discipline; the reviews may also be used to plan activities for the following year. Evaluations are important for Postdoctoral Scholars to understand their performance and plan their careers and are helpful for mentors when advising Postdoctoral Scholars and recommending them for career positions.
11. **Grievances and Corrective Action and Dismissal.** APM - 390-40 (Grievances) delineates a grievance policy and procedures and APM - 390-50 defines a process for corrective action and dismissal. Both have provisions in common with APM - 140 (Non-Senate Academic Appointees/Grievances) and APM - 150 (Non-Senate Academic Appointees/Corrective Action and Dismissal). Some significant differences recognize the temporary and training nature of Postdoctoral Scholar appointments.
12. **Time Off** [390-61]. Beginning January 1, 2004, Postdoctoral Scholars are expected to take time off 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. If the Postdoctoral Scholar's training and research program involves work during these periods, it is expected that the faculty mentor will approve time off at another mutually agreeable time.
13. **Leaves** [390-60 and 390-62 through 390-65]. Sick, childbearing, parental, family and medical, and other leaves are defined. The sick leave provisions are slightly different than those for other academic employees as enumerated in APM - 710 (Leaves of Absence/Sick Leave).
14. **Benefits** [390-75 and 390-76]. A common set of medical, dental, and vision plans will be offered to all Postdoctoral Scholars – employees and fellows alike – beginning January 1, 2004. Other benefits will be equalized to the extent possible under Federal and State laws. As University trainees, Postdoctoral Scholars are not eligible to participate in the UC Retirement Plan. Postdoctoral employees (but not non-employee postdoctoral fellows) will participate in a Defined Contribution Plan.

The policy may be found online at <http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf>.