

Is the individual a Postdoctoral Scholar?

- 1) Has a doctoral degree been awarded?
- 2) Is the primary purpose of the hire to:
 - A) Provide an advanced academic and research training opportunity to the individual under faculty mentorship? OR
 - B) Provide support for a research grant?

If “yes” and “A,” the individual is a postdoc, and certain policy requirements must be met. Otherwise, the individual is not a postdoc, but may be appointed within another series.

If the individual is a postdoc, certain requirements must be met, per APM-390 and Red Binder III-18.

Postdoctoral Scholars MUST:

- Be appointed at **100% time** (unless an exception is granted at the request of the postdoc)
- Have a **current appointment of no more than 3 years** (Note that the temporary nature of the position raises issues for international scholars seeking green card sponsorship.)
- Receive a **minimum salary** according to the established salary scale

Select **Title Code 3252** if payment will be made via the University payroll system.

Select **Title Code 3253** if payment will be made through a University account, but according to fellowship requirements. Appoint without salary in PPS.

Select **Title Code 3254** if payment will be made directly by the granting agency to the postdoc. Appoint without salary in PPS.

If the individual is NOT a postdoc, use of another series may be appropriate.

Specialist Series: used for academic appointees who assist in research in specialized areas and who do not have teaching duties. See Red Binder III-16. Partial-time appointments may be made in this series. Minimum salary requirements apply. Green card sponsorship may be sought for individuals in this series.

Project Scientist Series: used for individuals who make significant and creative contributions to a research or creative project. Demonstrated capacity for fully independent research is not required, but a broad range of knowledge and competency is expected. See Red Binder III-14. Minimum salary requirements apply. Green card sponsorship may be sought for individuals in this series.

Professional Research Series: used for individuals who engage in independent research equivalent to that required for the Professor series, including those who make significant and creative contributions to a research project or provide technical assistance to research activity. See Red Binder III-12. Partial-time appointments may be made in this series. Minimum salary requirements apply. Green card sponsorship may be sought for researchers in this series.