



SUBJECT: FAU Postdoctoral Fellow Policy	Effective Date: 4-23-2019	Policy Number: 10.11.2
	Supersedes: 10.11.1	Page 1 of 3
	Responsible Authorities: Vice President for Research Assistant Vice President for DOR Financial Management Provost	

I. BACKGROUND

The role of the Postdoctoral Fellow is crucial to the success of Florida Atlantic University (FAU) research programs. Postdoctoral Fellows have been hired into FAU through multiple Human Resources categories including faculty and Other Personnel Services (OPS). This policy will establish a new hiring category specifically for Postdoctoral Fellows outlining the job definition, time-length of appointment, benefits, and performance evaluation inherent in this position.

Existing Postdoctoral Fellows hired in OPS positions will be transitioned into this new category effective July 28, 2018. Existing Postdoctoral Fellows hired in faculty positions will remain in that position for no longer than six (6) years from their start date in that position.

All new Postdoctoral Fellows hired effective July 28, 2018 and forward will be employed using the Postdoctoral Fellows position category with conditions and provisions outlined in this policy.

II. PURPOSE

This policy is designed to assist the University in its efforts to define the position of a Postdoctoral Fellow and to report the number of employees holding this position as FAU increases its research programs.

III. POLICY

The following provides the definition of a Postdoctoral Fellow, the position hiring and appointment details, eligible benefits, and annual performance evaluation process.

Definition of a Postdoctoral Fellow

We are following the guidelines established by the NIH, NSF and NPA:

A postdoctoral scholar ("postdoc") is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring or enhancing the professional skills needed to pursue a career path of his or her choosing.

Hiring / Appointment

The appointment of a postdoctoral fellow is typically a 12-month assignment, limited to three years, with the option to extend by up to three additional years to a total of six (6) years. Upon the end date the appointee will have no continued contractual relationship with the University.

If the postdoctoral fellow shows unusual independence in their research, the option to assign space in the last three years of the assignment exists and is up to the discretion of the supervisor. Such space assignment should be primarily used and be assigned with the understanding that extramural, federal grant applications with the postdoctoral fellow as PI will be submitted.

The hiring of Postdoctoral Fellows is exempt from the FAU recruitment process due to their special research expertise that typically has to align with that of the research advisor and time-limited appointment. Hiring and employment is subject to all federal and state laws, in addition to university regulations, including but not limited to the University Intellectual Property Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct, Policy on Employment of Relatives and the Annual Leave Policy for Contract and Grant Employees. Postdoctoral research appointees must also comply with the recommendations and requirements of the University's compliance committees (IRB, IACUC, Research Safety, etc.).

All FAU employees must be able to work in the United States and any Postdoctoral Fellow requiring a visa to work should seek guidance from International Services <https://www.fau.edu/international/> to verify the appropriate visa status is maintained while at FAU. The salary and duties of a postdoctoral fellow must meet the minimum level for an exempt employee under the Fair Labor Standards Act and any policies of Florida Atlantic University. The offer letter to be used can be found here that contains pertinent employment conditions: <http://www.fau.edu/research/postdoc-affairs/index.php>. The Vice President for Research is to be copied on all Postdoctoral Fellow Offer Letters.

Orientation

Due to Postdoctoral Fellows being hired continually, please verify with Human Resources the orientation date. The Division of Research will sponsor Welcome Receptions periodically throughout the year.

Benefits

Postdoctoral Fellows are eligible for specific benefits including:

- Health Insurance – Enrollment in a healthcare plan offered by FAU during the first 60 calendar days of employment. After this initial enrollment period, employees may only enroll or make changes during the annual Open Enrollment period each fall.

- Retirement Plans – Employees may choose between the Optional Retirement Plan (ORP) and the plans offered through the Florida Retirement System (FRS). All plans require that the employee contribute a mandatory 3% contribution.
- Holidays - Paid Holidays when the University is officially closed.
- Annual Leave – Ten (10) days of annual leave per calendar year, accrued per pay period, which if not used, will be forfeited. In addition, there will be no payout of any unused annual leave at the end of the employment appointment.
- Sick Leave – Five (5) days of sick leave per calendar year, accrued per pay period, which if not used, will be forfeited. In addition, there will be no payout of any unused sick leave at the end of the employment appointment.
- All federal or state leave programs provided they meet eligibility requirements.

Performance Evaluation

Postdoctoral Fellows will be evaluated each calendar year during the same cycle as faculty evaluations. At the beginning of their appointment, postdocs and their advisor should fill out an Independent Development Plan (IDP). This form should then be used to annually evaluate progress. Supervisors should use the evaluation form found here: <http://www.fau.edu/research/postdoc-affairs/index.php> and once completed, post the evaluation to the documents section of Workday.

IV. Exceptions

Exceptions can be made only in consultation with the Office for Postdoctoral Affairs (<http://www.fau.edu/research/postdoc-affairs/>) upon presenting justifying, supporting material. An E-mail outlining circumstances should include the name and Z number of the Postdoctoral Fellow along with the name of his or her faculty mentor, and be sent to postdocaffairs@fau.edu.

V. Policy Renewal Date

The Postdoctoral Fellow Policy will be updated on an as needed basis.

POLICY APPROVAL

Initiating Authority

Signature:  Date: 4-23-19
 Dr. Daniel Flynn, Vice President for Research

Executed signature pages are available in the Initiating Authority Office(s).