

**UNIVERSITY OF CHICAGO
DIVISION OF BIOLOGICAL SCIENCES
PRITZKER SCHOOL OF MEDICINE**

POSTDOCTORAL TRAINING GUIDELINES

Postdoctoral appointment at The University of Chicago, Division of Biological Sciences provides the recent graduate (MD, MD/PhD or PhD) with an opportunity to expand educational training in preparation for a career of independent research. Postdoctoral trainees will be appointed based on source of funding to one of two positions - *Postdoctoral Fellow* or *Postdoctoral Scholar*. The University of Chicago's longstanding tradition of faculty scholarship, coupled with extraordinary library facilities and laboratory resources provides a rich environment to foster intellectual growth while contributing to the research mission of the Division of Biological Sciences.

It is intended that these guidelines will aide in the implementation of the Divisional policy which commits to the development of terms and conditions of appointment for postdoctoral trainees which are consistent between Postdoctoral Fellow and Postdoctoral Scholar titles and which will permit reappointment between titles without loss of access to benefits. These guidelines have been developed as part of a comprehensive review of postdoctoral positions in the BSD. These guidelines do not address postdoctoral *Research Professional* staff positions.

Compensation guidelines for Postdoctoral Trainees

The BSD has adopted the NIH/NRSA Postdoctoral Stipend schedule as the basis for compensation for all postdoctoral trainees. The annually adjusted NIH/NRSA schedule will be implemented to determine compensation for postdoctoral trainees with a delayed effective date of July 1 of each year. For example, the NRSA FY'04 schedule which has a posted date of October 1, 2003, will be effective for the BSD from July 1, 2004 through June 30, 2005.

All newly hired post doctoral trainees shall be paid an amount which is no less than the minimum amount established by the NIH/NRSA schedule in effect at the time of appointment. Thus, the minimum allowable compensation for postdoctoral trainees with appointments commencing during the period from July 1, 2004 through June 30, 2005 will be \$35,568. *There will be no change in the minimum compensation through June 30, 2006.*

This policy is intended to establish minimum compensation only. It is presumed that postdoctoral trainees will be fairly compensated throughout the period of training. At a minimum, compensation shall be adjusted each year at the time of re-appointment to

equal the minimum compensation applicable to newly appointed postdoctoral trainees.

Postdoctoral Fellow

Postdoctoral Fellows (PDFs) are Divisional appointments to formal postdoctoral training programs funded through training grants or fellowships. PDF appointments are generally for a 12 month term, with annual reappointment up to a maximum of five postdoctoral training years (including postdoctoral training at another institution). PDFs perform no services for the University and are not considered to be employees of the University. The primary purpose of the PDF appointment is the postdoctoral training experience. PDFs receive payment in the form of a stipend from the University or directly from an external funding source(s). The source of the stipend must be a training grant, fellowship, or other source specifically designated for the award of stipend for support during a designated period of postdoctoral training experience. The PDF is granted for the purpose of aiding in the pursuit of study or training to advance the education or training of the fellow.

Eligibility.

- PDFs should have received a doctoral degree within five years of the commencement of a PDF's term (the time attributed to house staff or clinical fellowships is not considered, and, in extraordinary circumstances, the time in postdoctoral training in a different area of scientific specialty is not considered)
- PDFs may be citizens/permanent residents of the United States (for NIH NRSAs & Training Grants), or foreign nationals who hold an F-1 or J-1 BCIS visa classification, dependent on the specific criteria of the fellowship award. (*Because H-1B visas are employment-based visas, individuals with an H-1B visa status may not be appointed as a PDF*)
- PDFs must have a current faculty member at the University of Chicago as the sponsor
- PDFs are eligible for reappointment if the PDF remains in the faculty sponsor's laboratory for a second (or subsequent) year; remains in good standing with documented progress towards training goals; and so long as appropriate funding continues to support the appointment
- PDFs may not hold this status (or any combination of relevant postdoctoral experience) for longer than five years

Training. For externally funded fellowships, the Postdoctoral faculty sponsor will follow the specific guidelines of the external fellowship in conjunction with the Office of Research Service (ORS) guidelines. For PDF's funded by NIH training grants, the Postdoctoral faculty sponsor will follow the specific guidelines of the NIH training grant director.

PDFs will receive a training commitment from the faculty sponsor and will be periodically reviewed for purposes of evaluation and setting goals for the training

experience. Faculty Sponsors shall prepare a Mentoring Plan, which generally satisfies the criteria established by the BSD Office of Post Graduate Affairs.

Stipend. PDFs will be provided a training stipend which is generally consistent with the postdoctoral experience at NIH NRSA levels. Effective January 1, 2004, PDFs in the Biological Sciences Division will additionally be provided a supplemental stipend to assist in the purchase of health coverage, where not otherwise provided, and other optional coverages including dental, life and long term disability coverage. This supplemental stipend is provided to give parity in living support between PDFs and Postdoctoral Scholars, who receive these benefits from the University. The faculty sponsor will be responsible for providing the supplemental stipend from appropriate available funds.

All PDFs shall be required to have health insurance coverage during the term of the fellowship. Where a PDF receives health insurance coverage or funding for health insurance coverage from a source outside of the University, the supplemental stipend amount shall be \$1,530 (*\$1600 effective July 1, 2005*) per annum. This amount can be used towards the cost to purchase optional coverage (dental, group life, long term disability and/or retirement savings) available through the University. For fellowships that do not include funding for health insurance and no other source of coverage is provided or available, the supplemental stipend shall be \$5,900 (*\$6200 effective July 1, 2005*) per annum. This amount can be used towards the cost of required health insurance for the PDF (which may be purchased from the University) as well as any optional and/or dependant coverage (also available from the University) elected by the PDF.

Benefits. PDFs are not benefit eligible employees of the University. PDFs shall however be entitled to purchase basic health care coverage and certain optional coverage at cost, available through the University. The supplemental stipend is intended to be used toward the cost of basic and/or optional coverage purchased by the PDF.

Leave Policy. PDFs are entitled to four weeks of stipend compensated vacation leave during each 12-month term and up to 15 days of stipend compensated sick leave per 12-month term. Use of vacation leave must be coordinated with the faculty sponsor and must be taken during the term of appointment. There shall be no accruals of either vacation leave or sick leave beyond the term of appointment.

Administrative appointment. To initiate appointment of a PDF, the Faculty Sponsor shall submit the following documentation to the Office of Academic Affairs:

- Department endorsement of the appointment including verification that the source of funding permits support of the fellowship; description of the training program
- Completed form 11F with attachments
- Compliance Screening certification
- Health Insurance enrollment form or proof of health insurance coverage
- Form 62 if the Fellowship is supported by an NIH training grant
- Completed UPP192 plus applicable attachments for candidates on visa
- Current curriculum vitae

- Completed “5-point” memorandum, for MD/PhD candidates addressing the restrictions on patient care.

If the Postdoctoral Fellow requires a J-1 visa, submission of the “Form 11F/attachments must be preceded by the submission of an appointment recommendation which includes:

- Completed OIA 26B form <http://internationalaffairs.uchicago.edu/OIAforms/26-Bfebo5.pdf> Note that this new format must be used after February 28, 2005.
- Department endorsement of the appointment including verification that the source of funding permits support of the fellowship; description of the training program
Current curriculum vitae

Department Administrators shall be responsible for ensuring that Postdoctoral Fellows are made aware of the opportunity to purchase specific benefit coverages through the Benefits Office. Enrollment must be done within the first thirty days of commencement of the Postdoctoral Fellow’s term.

Decisional rights. Appointment of a PDF requires the recommendation of the Department and/or Faculty Sponsor depending on Departmental policy, and approval by the Dean.

Postdoctoral Scholar

Postdoctoral Scholars (PDSs) are Divisional appointments with staff benefits intended for postdoctoral training and are generally supported by restricted funds. *PDS* appointments are generally for a 12-month term. Each PDS will have a primary faculty sponsor who will be responsible for developing a mentoring program for the trainee with clearly established expectations and goals.

Eligibility

- PDSs should have received a doctoral degree within five years of commencement of a PDS’s term (the time attributed to house staff or clinical fellowships is not considered, and, in extraordinary circumstances, the time in postdoctoral training in a different area of scientific specialty is not considered)
- PDSs may be citizens/permanent residents of the United States or foreign nationals who hold an F-1, J-1 or H-1B BCIS visa classification. PDSs must have a current faculty member at the University of Chicago as the sponsor
- PDSs are eligible for reappointment if, the PDS remains in the faculty sponsor’s laboratory for a second (or subsequent) year; is in good standing, having documented progress towards training goals; and if the faculty sponsor’s funding continues to support the appointment.
- PDSs may not generally hold this status (or any combination of relevant postdoctoral experience) for longer than five years.

Training PDFs will receive a training commitment from the faculty sponsor and will be periodically reviewed for purposes of evaluation and setting goals for the training experience. Faculty Sponsors shall prepare a Mentoring Plan, which generally satisfies the “Guide For Mentoring Postdoctoral Trainees” which is available from the BSD Office of Post Graduate Affairs.

Compensation Compensation for PDSs will be generally consistent with the NIH/NRSA levels in accordance with the BSD Compensation Guidelines for Post Doctoral Trainees. Salary will be paid monthly.

Benefits PDSs are eligible for University staff benefits.

Leave Policy PDS’s are entitled to four weeks of compensated leave during each 12-month term appointment, and up to 15 days of compensated sick leave per 12-month term. Use of leave time must be coordinated with the faculty sponsor and must be taken during the term of appointment. There shall be no accruals of either vacation leave or sick leave beyond the term of appointment.

Administrative appointment. To initiate appointment, the Faculty Sponsor shall submit the following documentation to the Office of Academic Affairs:

- Department endorsement of the appointment as a training experience
- Description of the training/mentoring commitment and terms for evaluation
- Compliance Screening certification
- Citizenship form and appropriate visa documentation
- Health Insurance enrollment form or proof of health insurance coverage
- Current curriculum vitae
- Completed “5-point” memorandum, for MD/PhD candidates addressing the restrictions on patient care.

Decisional rights. Appointment of a PDS requires the recommendation of the Department and/or Faculty Sponsor depending on Departmental policy, and approval by the Dean.

(BSD Postdoctoral Training Guidelines, revised 3/31/05)