



# ARTS, SCIENCES & ENGINEERING

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UNIVERSITY *of* ROCHESTER

## POSTDOCTORAL APPOINTMENT GUIDE FOR ADMINISTRATORS

Administrators should familiarize themselves with the Postdoctoral Policy document (herein called “the Policy”) found here: <http://www.rochester.edu/college/postdoc>.

This appointment guide for administrators contains the process by which a department should use to appoint or renew a postdoc appointment.

### **Offer Letters**

Administrators should work with faculty to create offer letters to potential postdocs that follow the guidelines outlined in the Policy (sample letter templates are provided within the policy and in the dual appointment process description). The offer letter **MUST** include the points noted in the template letters. The text of the template should be copied into the department/supervisor’s letterhead and edited before finalizing.

### **Stipend Policy**

Postdoc stipends must meet the requirements stated in the appointment policy.

If the postdoctoral associate is coming with his or her own funding, this funding must meet the required salary level or it will need to be supplemented by the advisor or department so that the postdoctoral associate’s total funding meets this minimum threshold. In this case, the postdoc will have multiple appointments, and the benefits will follow whichever is the majority (over 50%) appointment. See the process for the “Appointing Postdocs with Dual Appointments” for more information on logistics for appointing postdocs to multiple appointments and a specific template dual appointment offer letter that must be used.

### **Appointments**

In general, postdoctoral appointments should be full-time unless there are extenuating circumstances, in which case approval for a part-time appointment can be obtained from the Dean of Graduate Studies. Approved part-time postdoc appointments must either have a minimum salary per week which meets the annual salary threshold or the appointment must be set up as an hourly appointment.

UR PhD students may be hired for a short-term post-doc appointment to complete work begun in the PhD program. Any short-term appointments must meet the minimum weekly salary requirements as noted above.

### **Timeline and Process for Postdoctoral Appointments**

As soon as a department interviews a candidate and would like to make an offer, the department must prepare an offer letter as outlined above, following the templates provided in the AS&E postdoctoral policy or dual appointment document (as appropriate). This offer letter must be signed by the faculty advisor and the Postdoctoral Associate.

If the candidate is a (FN) foreign national and requires a J1 Visa, a J-1 Scholar Job code proposal form must be completed and submitted via email to [tammy.michielsen@rochester.edu](mailto:tammy.michielsen@rochester.edu). This form can be found at [https://www.rochester.edu/asei/get\\_file.php?id=6022](https://www.rochester.edu/asei/get_file.php?id=6022) If the appointment is approved as a postdoctoral appointment, the department should instruct the candidate to complete ISO forms found at: [www.iso.rochester.edu/employment](http://www.iso.rochester.edu/employment) The ISO will review and process the DS-2019. The FN would then apply for a Visa. When a visa is obtained, the FN will enter the US, arrive on campus and check in with ISO.

At least two weeks prior to the start date of the Postdoctoral Associate, the department must EMAIL all Postdoc forms and materials to ASE\_FACPDforms@lists.rochester.edu.

- 520 new appointment or reappointment form
- Appointment letter complete with all signatures
- Post-doc's CV
- Completed AS&E Personal Data form
- If applicable, outside funding documentation confirming any additional funding
- Any accompanying documentation of approved petitions to the postdoc regulations
- Note: Personal funds are not allowed to count towards a stipend

When the postdoc arrives, an intellectual property agreement must be signed by the postdoc, witnessed by a department representative and sent directly to ORPA.

**IMPORTANT:** If the offer letter does not follow the template offer letter, any of the conditions for a postdoctoral appointment are not met (e.g., minimum stipend) or any of the required documents are not provided with the 520 form, the 520 form will be returned to the department. **THIS MAY DELAY THE POSTDOC'S ABILITY TO START ON A GIVEN DATE.** Departments are responsible for any repercussions caused by this delay.

The table below provides the documentation that must accompany a 520 form:

	Signed letter required with 520 form	CV required with 520 form	AS&E Personal Data Form	If applicable, outside funding documentation	If applicable, documentation of approved petitions	If applicable, completed J1 Scholar Proposal approval
New Appointments	X	X	X	X	X	X
Changes between 0093, 0094, 0095 (new offer letter required)	X			X	X	
Reappointment with significant change in job duties, a decrease in the stipend amount, or for a new reappointment period	X			X	X	

### **Health Insurance Enrollment – Garnett Powers & Associates:**

After a postdoc's appointment is in HRMS, Garnett Powers & Associates (GPA) is notified the following Wednesday via an automatic feed. GPA will send an email to the postdoc notifying them of the ability to enroll. Postdocs may review the health insurance plans and premiums at the Garnett Powers Website: <http://clients.garnett-powers.com/rochester/>

A dedicated customer service rep is available to answer any questions at:

Toll-Free **1-844-243-0027**

Email: [UniversityServices.GBS.Urpd@ajg.com](mailto:UniversityServices.GBS.Urpd@ajg.com)

### **Health Insurance Budgeting Information**

Departments pay for a portion of health and dental insurance for postdocs. The type of Postdoctoral Appointment determines the way the department's contribution towards postdoc health insurance is determined.

- Postdoctoral Associates (Job Code 093): The employer portion of premiums is collected through the benefit rate (Rate 4). Fringe Rate Schedule:

<https://www.rochester.edu/orpa/proposals/fringe/>

Postdoctoral Fellow (Job Code 095) or Postdoctoral Visiting Fellow (Job Code 094): a flat rate is used to compute the department's contribution. These figures are for January 1 - December 31, 2023.

- The employer contribution for health and dental insurance – the blended rate – is \$851.53 per postdoc per month, or \$10,218.36 per postdoc per year.
- The employer contribution for dental –is \$32.68 per postdoc per month, or \$392.16 per postdoc per year.

Postdocs will pay the employee portion of the premium through payroll deduction (093s and 095s) or directly to Garnett-Powers (094s). The employee portion of the premium can be found at the website below; the actual amount will vary depending on what health or dental plan the postdoc chooses.

<https://clients.garnett-powers.com/pd/rochester/downloads/2019Rates.pdf>

- (monthly postdoc contribution column)

There is also a voluntary vision plan (also shown in the link above). Postdocs pay all of the premium for this plan directly to Garnett-Powers. The university will not pay any part of this premium.