



POSTDOCTORAL APPOINTMENT POLICY

Postdoctoral appointments in Arts, Sciences and Engineering are made in conformity with this policy.

Definition of Postdoctoral Appointee

A Postdoctoral appointment involves substantially full-time research or scholarship. It is a transitional position and is viewed as preparatory for an academic and/or research career. The appointee must have received a PhD (within 5 years) or equivalent doctorate, works under the supervision of a faculty member and has the freedom and is expected to publish the results of his/her research or scholarship during the period of the appointment.

- A **Postdoctoral Associate (093)** is supported from research funds on grants or other external or internal funding sources and is expected to perform specific work for the University (work on a specific research project, teaching, etc.). A Postdoctoral Associate is an employee of the University and is paid through the University with a fringe rate collected on the salary.
- A **Postdoctoral Fellow (095)** is supported from a grant that prohibits the individual from being considered an employee (as determined by the terms of the Sponsored Research grant or funding entity). In cases where the grant/fellowship terms regarding whether the researcher should be an employee are not specific, the terms must be reviewed by the ASE Dean of Graduate Studies and Postdoctoral Affairs for classification determination. Factors such as whether the funding source reimburses for the University of Rochester fringe rate may be considered in reaching a determination.
- A **Visiting Postdoctoral Fellow (094)** is being paid a stipend by an agency outside the University.

Postdoctoral Appointee Dual Appointments.

For postdocs supported from different types of funding dollars, it will be necessary to create dual appointments. In such cases, the department benefit expenses will be computed based on the primary appointment, with primary appointment defined as the % of effort (funding) greater than 50%. Thus, Postdoctoral Appointees are not permitted a 50/50 split between two different appointments. The process to appoint such postdocs is outlined below:

1. Generate two 520 forms; one for the first appointment (e.g., 093) and one for the second appointment (e.g., 094).

2. For the primary appointment form, note in remarks that it is for the postdoc's primary appointment. In cases where the external funding is the greater source of funding, the primary appointment will be the 094 no-pay appointment.
3. For the secondary appointment, note in remarks that it is for the postdoc's secondary appointment and that it is "TAR-NOT BENEFIT ELIGIBLE".
4. A dual appointment offer letter must be provided. See template within this document.

Submission: email the two forms together (to the ASE_FACPDforms@lists.rochester.edu email) so that it is clear that they belong together. The AS&E Deans' office will send them together to the HR Service Center.

While a Postdoctoral position is primarily a full-time position, part-time Postdoctoral appointments may be permitted for temporary situations (e.g., to provide support to a post-doctoral appointee who requests a reduction in time to accommodate family care) or for transitional periods (e.g., to provide support to a PhD student who has recently completed a degree and is completing research before beginning a full-time position, or to provide support to a Postdoctoral appointee who is transitioning into a new full-time position). In all cases, the part-time status should be for a limited period of time, the salary associated must be in compliance with a minimum weekly salary based upon the NYS FLSA minimum salary threshold and the ASE Dean of Graduate Studies and Postdoctoral Affairs must approve the appointment.

General Conditions of Appointment

1. Formal Written Offer

All postdoctoral appointments are to be made through an offer letter that provides the specifics of the appointment and is signed by both the postdoctoral appointee ("Appointee") and his or her supervising faculty member ("Advisor").

The letter must be signed by the faculty member advisor as well as the PI of the grant that will be supporting the appointee, if different. The department chair of the advisor should be copied on the offer letter.

The letter must include 1) the start and end date of the appointment; 2) the level of stipend; 3) benefits provided; 4) a statement of the expected research and/or teaching requirements of the Appointee during the postdoctoral period; 5) the statement: "This offer is contingent on the Appointee's ability to provide work authorization to the University of Rochester. Foreign nationals should refer to www.iso.rochester.edu/employment;" and 6) a link to this policy document. The template offer letter is attached as an Appendix to this policy.

2. Duration of Appointment or Re-appointment

Postdoctoral appointments are for an agreed upon period, with a specific starting date. Assuming satisfactory performance and mutual agreement, reappointment is permissible when funding to cover the proposed appointment period is available.

In general, individuals shall serve no more than five years in the status of postdoctoral appointee. Exceptions must be approved by the AS&E Deans' Office. Send any exception proposals to the attention of Tammy Michielsen at tammy.michielsen@rochester.edu who will consult with the Dean of Graduate Studies and Postdoctoral Affairs as needed.

Duration of appointment for 094 (Visiting) postdocs: Effective March 2020: The University of Rochester established the following 12-month term limit for 094 visiting postdoctoral fellows.

The total time spent in the 094 Visiting Postdoctoral Fellow job code may not exceed 12 months. Additionally, the initial appointment for a 094 Visiting Postdoctoral Fellow may not exceed 12 months. The term limit includes dual appointments where the Visiting Postdoctoral Fellow appointment does not represent 100% of the effort/funding.

Departments that wish to keep a Visiting Postdoctoral Fellow longer than 12 months must convert the individual to the 093 Postdoctoral Associate position or another appropriate position that is paid directly from the University of Rochester. Conversion to the 093 Postdoctoral Associate position provides postdocs with the full range of [benefits associated with the 093 Postdoctoral Associate position](#).

An exception may be permitted for funds a postdoctoral appointee receives from competitive external grants or fellowships that are awarded directly to the postdoctoral appointee from agencies with which the postdoctoral appointee is not otherwise affiliated (e.g. as an employee). Official documentation of the award from the funding agency is required.

Other exceptions to the 12-month term limit for Visiting Postdoctoral Fellows are not permitted.

The 12-month term limit is intended to ensure that postdocs are treated equitably across all job codes.

This policy applies to all newly-appointed 094 Visiting Postdoctoral Fellows effective March 2020. 094 Visiting Postdoctoral Fellows appointed before March 2020 may complete their current appointment and, if eligible, be reappointed for one additional 12-month term as a 094 Visiting Postdoctoral Fellow.

3. *Stipend*

The appointee's stipend is to be specified in an amount agreed to by the appointee and the advisor. The stipend level should be competitive to those offered in the field. For postdocs who are UR employees (typically grant funded), the current minimum salary is \$55,341 annually/\$1064.25/week. For postdocs who bring their own support (e.g., from foundation fellowships or from foreign governments) and are not UR employees, annual salary must be equivalent to or greater than the New York State salary FLSA threshold for exempt employees. This threshold is reviewed annually.

If the postdoctoral associate is coming with his or her own funding, this funding must meet this 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.

Note that for Appointees in H1B or J-1 temporary work authorization status, there may be additional requirements on the stipend level the University provides. For H1Bs, federal law requires that the employer "pay nonimmigrants at least the local prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time."
(www.iso.rochester.edu/employment/workers/h1bwork.html)

For anyone who requires a J1 Visa, the department must complete and submit a J1Scholar Job Code proposal for review before proceeding with a postdoc appointment. This form may be found at: https://www.rochester.edu/asei/get_file.php?id=6022 and needs to be submitted via email to Tammy Michielsen at tammy.michielsen@rochester.edu For J-1 Wage requirements, see www.iso.rochester.edu/employment/scholars/j-eligibility.html. Contact the International Service Office for more information.

4. *Benefits*

Postdoctoral Appointees are eligible to participate in medical, dental and vision plans administered by Garnett Powers and Associates. Appendix C provides more information about the Garnett Powers health insurance plans as well as the other benefits provided to postdoctoral associates, postdoctoral fellows and visiting postdoctoral fellows.

For 093 postdocs, the employer portion of this insurance is covered through a fring benefit rate paid on the stipend. For those hired as 094 or 095 postdocs, the employer portion of their insurance is paid as a lump sum each month. The faculty advisor or the department is responsible for covering this fee (see below for information on how to budget for this).

5. *Housing*

Postdoctoral Appointees are eligible to become a part of the University of Rochester graduate and family housing communities. Information about housing can be found here: <http://www.rochester.edu/reslife/graduate/index.html>.

6. *Annual Review*

At the end of each year of service, the advisor is to provide the postdoctoral appointee with a performance review.

7. *Resolution of Disagreements*

When the Advisor and postdoctoral Appointee cannot themselves resolve a disagreement relating to the appointment, the issue will be considered by the department chair or center director and, failing resolution at that level, the chair or director should refer the matter and a recommended solution to the AS&E Dean of Graduate Studies. Ordinarily, the AS&E Dean of Graduate Studies' decision is final. However, if the matter is still in dispute, either party may submit it to

the Dean of the Faculty for Arts, Sciences and Engineering, who may elect or decline to hear it. There are no appeals beyond this.

8. *Resignation*

If a postdoctoral Appointee elects to resign his or her appointment prior to the ending date indicated in the appointment letter or subsequent written understandings, the postdoctoral Appointee is expected to provide a minimum of one month's notice. If the appointee is a foreign national in a temporary nonimmigrant worker status they should inform the International Services Office of the resignation by completing the Scholar Departure Form: www.iso.rochester.edu/travel/depart/scholar.

9. *Termination*

A postdoctoral Appointee may be terminated only after the advisor has first notified the appointee of his or her specific deficiencies. The notice should be made in writing, with a copy to the AS&E Dean of Graduate Studies and Postdoctoral Affairs. The notice should provide a reasonable period of time to remedy any deficiencies that can be remedied.

If the identified deficiencies are not remedied within the time allowed, then the advisor will, with the advice and consent of the department chair (or center director), terminate the appointment of the postdoctoral appointee.

In those circumstance in which the need to terminate a postdoctoral appointee is more pressing than the process described above will allow, the matter may be presented to the AS&E Dean of Graduate Studies and Postdoctoral Affairs for review. If it is determined that an immediate termination, or suspension pending further investigation or procedures, is warranted, such immediate actions will be taken.

If the funding for the postdoctoral appointee is terminated prematurely by an outside funding agency, the advisor and/or department/program must immediately inform the appointee of the change in appointment and continue the appointee's stipend for a period of no less than 2 months.

If the appointee is a foreign national in a temporary nonimmigrant worker status, the department should inform the International Services Office of the termination and request the foreign national to complete the Scholar Departure Form: www.iso.rochester.edu/travel/depart/scholar.

10. *Property*

When departing the University of Rochester, whether at the end of an appointment or by resignation or termination, the postdoctoral Appointee must leave behind with his or her Advisor all original laboratory notebooks, data, code, and University property. All these should be left in a condition that will permit uninterrupted continuation of the work.

11. *Other Policies*

Postdoctoral appointees are subject to the generally applicable rules, regulations and policies of the University of Rochester and Arts, Sciences and Engineering, including but not limited to those relating to intellectual property, conflicts of interest, sexual harassment, respect for diversity, academic honesty and campus safety and security.

12. *Responsibilities of the Advisor*

The advisor is expected to treat the postdoctoral appointee as a colleague while at the same time mentoring him or her in the performance of high quality research leading to timely publication. Mentoring also includes encouraging and helping the appointee to define and develop a career direction, and to prepare publications, presentations, and applications for extramural support.

The appointee and advisor may wish to jointly develop an Individual Development Plan (IDP) to guide the Appointee's professional development. The Appendix contains documents that provide information about the IDP, and an on-line, interactive resource for the development of an IDP can be found here: <http://myidp.sciencecareers.org/>.

13. *Responsibilities of the Postdoctoral Appointee*

Postdoctoral Appointees have obligations to their faculty Advisors, to Arts, Sciences and Engineering, and to the University of Rochester. These include conscientious and ethical efforts to accomplish the research and/or teaching responsibilities outlined at the time of acceptance of the appointment, and compliance with good laboratory practice, including the maintenance of adequate research records and care for unique facilities, equipment, and special materials. The Appointee must discuss research findings with the faculty Advisor and avoid disclosures without the Advisor's consent, behave with congeniality and respect for colleagues, and conform to applicable policies, as described above. The University of Rochester Policy on Intellectual Property and Technology Transfer (available at <http://www.urmc.rochester.edu/technology-transfer/inventors/ip-policies.cfm>), by which the University acquires, retains and protects rights in intellectual property and tangible research property produced by University personnel or with the significant use of University resources, applies to postdoctoral Appointees.

14. *Responsible Conduct of Research Training*

All postdoctoral Appointees are required to receive training in the responsible conduct of research as soon as possible after the start of their appointment. There are two options to fulfill this requirement: 1) Arts, Sciences and Engineering through the Dean of Graduate Studies offers an online training through the CITI program; and 2) the School of Medicine and Dentistry offers a 0-credit semester long course in the fall, IND506: Ethics and Professional Integrity in Research.

15. *Changes*

Arts, Sciences and Engineering reserves the right to make changes to this policy from time to time. No period of advance notice is required to make such changes.

APPENDIX A: POSTDOCTORAL APPOINTMENT LETTER TEMPLATES

To be finalized on department letterhead. For dual appointment template letter template, see the separate dual appointment document (below)

Date

POSTDOC NAME

Address

City, State ZIP

Dear XXX,

This letter is to offer you an appointment as a Postdoctoral [Associate, Fellow] in our research program and to describe the details of the appointment for your consideration. To accept the offer, you must sign and return this letter to me by [DATE].

You may find the Arts, Sciences and Engineering Postdoctoral Appointment Policy (“Policy”) at the following link: <http://www.rochester.edu/college/postdoc>. This Policy sets forth additional information pertaining to your appointment. Please let me know if you have any questions.

Your appointment is conditioned upon receipt of your doctoral degree prior to [START DATE], and your satisfactory completion of all health and other applicable conditions of employment as outlined in the University’s human resources policies, prior to [START DATE].

Your appointment is for a period of [APPOINTMENT], beginning [DATE]. As described in the Policy, initial appointments may be renewed. Renewal depends on your satisfactory performance, availability of funds for salary support, and a mutual desire to continue the appointment.

You will be subject to all of the policies, rules and responsibilities applicable to other researchers working in your lab. You will be under the direction and supervision of [ADVISOR]. We reserve the right to revoke your appointment or otherwise adjust the terms should your performance so require.

Your research project will be that already discussed, [DESCRIBE]. The project may be modified within the limits of the objectives defined by the supporting grant or other funds. I will be responsible for supervising you in this research program and also for providing guidance to you in your career development.

Your stipend in the first year will be \$[STIPEND]. Your stipend will be adjusted each year according to the additional year of experience you will then have. You will receive the benefits described in Appendix C of the Policy, including access to medical, dental and vision insurance, as part of your appointment. This offer is contingent on your ability to provide and maintain work authorization to the University of Rochester. You are required to work with your department administrator and the University’s International Services Office to obtain the appropriate work authorization. Foreign nationals should refer to <http://www.iso.rochester.edu/employment>.

As of September 27, 2021, the COVID-19 vaccine is a mandatory condition of employment at the University of Rochester. To begin work, employees should be fully vaccinated (the two-dose vaccine [Pfizer, Moderna] or the single dose Johnson and Johnson). HR will obtain proof of COVID-19 vaccination and booster at the time they collect information for the I-9. Candidates may be able to request an exemption on medical or religious grounds. For more information, please see the [COVID-19 Resource Center](#).

New York law requires employers to provide all employees with notice of certain information pertaining to pay status and payday, as well as certain contact address and contact information. Please be advised that your compensation will be paid to you on a salary basis, distributed over twelve months and paid on a [semi-monthly basis unless indicated otherwise]. Your regular payday will be [insert “the 15th and last day of the month” for semi-monthly, or whatever other payday is appropriate for the individual under UR Policy]. The University’s physical and mailing address is Brooks Landing Business Center, Suite 200, Rochester, NY 14611-3847, 585-275-2040. New York employers also are required to ask an employee to identify a primary language, so that we can provide this required pay rate and payday notice separately in the employee’s primary language. When you return this letter, please identify your primary language in the space indicated at the end of this letter and also sign and date the section acknowledging receipt of this required information.

I look forward to you accepting this appointment and to working with you.

Sincerely,

Supervisor’s Name/ Title

Date

Acceptance and Acknowledgement:

I have read, understand, and agree to the terms set forth above and in the Postdoctoral Appointment Policy.

I hereby acknowledge that, with receipt of this letter, I received notice of my pay rate and my designated payday in English. My primary language is _____.

[Postdoctoral Appointee]

Date

cc: Department Chair

SAMPLE POSTDOCTORAL APPOINTMENT LETTER TEMPLATE FOR DUAL APPOINTMENT POSTDOCS

Date

POSTDOC NAME

Address

City, State ZIP

Dear XXX,

This letter is to offer you an appointment as a Postdoctoral [Associate, Fellow] in our research program and to describe the details of the appointment for your consideration. To accept the offer, you must sign and return this letter to me by [DATE].

You may find the Arts, Sciences and Engineering Postdoctoral Appointment Policy (“Policy”) at the following link: <http://www.rochester.edu/college/postdoc>. This Policy sets forth additional information pertaining to your appointment. Please let me know if you have any questions.

Your appointment is conditioned upon receipt of your doctoral degree prior to [START DATE], and your satisfactory completion of all health and other applicable conditions of employment as outlined in the University’s human resources policies, prior to [START DATE].

Your appointment is for a period of [APPOINTMENT] beginning [DATE]. As described in the Policy, initial appointments may be renewed. Renewal depends on your satisfactory performance, availability of funds for salary support, and a mutual desire to continue the appointment.

You will be subject to all of the policies, rules and responsibilities applicable to other researchers working in your lab. You will be under the direction and supervision of [ADVISOR]. We reserve the right to revoke your appointment or otherwise adjust the terms should your performance so require.

Your research project will be that already discussed, [DESCRIBE]. The project may be modified within the limits of the objectives defined by the supporting grant or other funds. I will be responsible for supervising you in this research program and also for providing guidance to you in your career development.

The funding for your position during the term of this appointment will be provided from:

***** FOR ANY APPOINTMENTS THAT ARE 094, INSERT THE SENTENCE “This appointment is not paid by the University of Rochester.” and remove the NYS pay notice below.**

- Primary appointment (0093 OR 0094 OR 0095): (DESCRIBE FUNDING AND AMOUNT). If applicable: The Principal Investigator for that grant is (PI NAME), in (DEPARTMENT NAME).
- Secondary appointment (0093 OR 0094 OR 0095): (DESCRIBE FUNDING AND AMOUNT). If applicable: The Principal Investigator for that grant is (PI NAME) in (DEPARTMENT NAME).

- Your total annual stipend for your primary appointment will be \$[STIPEND AMOUNT] and your total annual stipend for your secondary appointment will be \$[SALARY AMOUNT] for a total annual stipend of \$ [TOTAL AMOUNT]. If your appointment is renewed, your stipend may be adjusted each year according to the additional year of experience you will then have.

You will receive the benefits described in Appendix C of the Policy, including access to medical, dental and vision insurance, as part of your appointment. This offer is contingent on your ability to provide and maintain work authorization to the University of Rochester. You are required to work with your department administrator to obtain the appropriate work authorization. Foreign nationals should also work with the University’s International Services Office and refer to www.iso.rochester.edu/employment for employment information.

As of September 27, 2021, the COVID-19 vaccine is a mandatory condition of employment at the University of Rochester. To begin work, employees should be fully vaccinated (the two-dose vaccine [Pfizer, Moderna] or the single dose Johnson and Johnson). HR will obtain proof of COVID-19 vaccination and booster at the time they collect information for the I-9. Candidates may be able to request an exemption on medical or religious grounds. For more information, please see the [COVID-19 Resource Center](#).

REMOVE THE FOLLOWING FOR A PRIMARY 094 APPOINTMENT WHERE STIPEND IS NOT PAID BY THE UNIVERSITY OF ROCHESTER.

New York law requires employers to provide all employees with notice of certain information pertaining to pay status and payday, as well as certain contact address and contact information. Please be advised that your compensation will be paid to you on a salary basis, distributed over twelve months and paid on a [insert monthly or semi-monthly as appropriate]. Your regular payday will be [insert “the last day of the month” for monthly, or “the 15th and last day of the month” for semi-monthly, or whatever other payday is appropriate for the individual under UR Policy]. The University’s physical and mailing address is Brooks Landing Business Center, Suite 200, Rochester, NY 14611-3847, 585-275-2040. New York employers also are required to ask an employee to identify a primary language, so that we can provide this required pay rate and payday notice separately in the employee’s primary language. When you return this letter, please identify your primary language in the space indicated at the end of this letter and also sign and date the section acknowledging receipt of this required information.

I look forward to you accepting this appointment and to working with you.

Sincerely,

Supervisor’s Name/ Title

Date

Acceptance and Acknowledgement:

I have read, understand, and agree to the terms set forth above and in the Postdoctoral Appointment Policy.

IF NYS PAY STATEMENT REMOVED ABOVE, REMOVE THIS STATEMENT AS WELL

I hereby acknowledge that, with receipt of this letter, I received notice of my pay rate and my designated payday in English. My primary language is _____.

[Postdoctoral Appointee]

Date

cc: Department Chair

APPENDIX B: FASEB'S INDIVIDUAL DEVELOPMENT PLAN

www.faseb.org/portals/0/pdfs/opa/idp.pdf

This document was developed by the Federation of American Societies for Experimental Biology (FASEB)'s Science Policy Committee. For more information, contact: Jennifer A. Hobin, Ph.D., FASEB Office of Public Affairs (301-634-7650 or jhobin@faseb.org)

Individual Development Plans (IDPs) provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs serve as a communication tool between individuals and their mentors. While IDPs have been incorporated into performance review processes in many organizations, they have been used much less frequently in the mentoring of postdoctoral fellows. An IDP can be considered one component of a broader mentoring program that needs to be instituted by all types of research institutions.

Goals

Help individuals identify:

- Long-term career options they wish to pursue and the necessary tools to meet these; and
- Short-term needs for improving current performance.

Benefits

Postdoctoral fellows will have a process that assists in developing long-term goals. Identifying short-term goals will give them a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. The IDP also provides a tool for communication between the postdoc and a faculty mentor.

Outline of IDP Process

The development, implementation and revision of the IDP requires a series of steps to be conducted by the postdoctoral fellow and their mentor. These steps are an interactive effort, and so both the postdoctoral fellow and the mentor must participate fully in the process.

BASIC STEPS

	<i>... for Postdoctoral Fellows</i>	<i>... for Mentors</i>
Step 1:	Conduct a self assessment	Become familiar with available opportunities
Step 2:	Survey opportunities with mentor	Discuss opportunities with postdoc
Step 3:	Write an IDP, share IDP with mentor and revise	Review IDP and help revise

Step 4:

Implement the plan
Revise the IDP as needed

Establish regular review of progress and help
revise the IDP as needed

Execution of the IDP Process

... for Postdoctoral Fellows

Step 1. Conduct a Self Assessment.

- Assess your skills, strengths and areas which need development. Formal assessment tools can be helpful. (Examples can be found in *Resources: Self Assessment* at the end of this document).
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. (For useful information see *Resources: Career Opportunities* at the end of this document). Ask yourself:
 - What type of work would I like to be doing?
 - Where would I like to be in an organization?
 - What is important to me in a career?

Step 2. Survey Opportunities with Mentor.

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.

Step 3. Write an IDP.

The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoctoral fellow. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment.
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor).
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor.
- Revise the IDP as appropriate.

Step 4. Implement Your Plan.

The plan is just the beginning of the career development process and serves as the road map. Now it's time to take action!

- Put your plan into action.
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.
- Review the plan with your mentor regularly. Revise the plan on the basis of these discussions.

...for Mentors

Step 1. Become familiar with available opportunities.

By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and *Science* career reviews; see also *Resources: Career Opportunities* at the end of this document).

Step 2. Discuss opportunities with postdoc.

This needs to be a private, scheduled meeting distinct from regular research-specific meetings. There should be adequate time set aside for an open and honest discussion.

Step 3. Review IDP and help revise.

Provide honest feedback - both positive and negative - to help postdoctoral fellows set realistic goals. Agree on a development plan that will allow postdoctoral fellows to be productive in the laboratory and adequately prepare them for their chosen career.

Step 4. Establish regular review of progress.

The mentor should meet at regular intervals with the postdoctoral fellow to assess progress, expectations and changing goals. On at least an annual basis, the mentor should conduct a performance review designed to analyze what has been accomplished and what needs to be done. A written review is most helpful in objectively documenting accomplishments. (An example is provided as an attachment – this can be modified to fit the needs of the postdoc and mentor).

Resources*

Self Assessment

Fiske, P. S. (2001). Put Your Science to Work: The Take-Charge Career Guide for Scientists. Washington, D.C.: American Geophysical Union.

Bolles, R. N. (2002). What Color is your Parachute? A Practical Manual for Job-Hunters and Career-Changers. Berkeley, Calif.: Ten Speed Press.

The Postdoc Experience

Kern, S. (2002). Fellowship Goals for PhDs and MDs: A Primer on the Molecular Biology Postdoctoral Experience. *Cancer Biology and Therapy* 1: 74-75.

National Academy of Sciences. (2000). Enhancing the Postdoctoral Experience for Scientists and Engineers: A Guide for Postdoctoral scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies. Washington, D.C.: National Academy Press.

Career Opportunities

American Association for the Advancement of Science. Science's Next Wave. [On-line]. Available: <http://sciencecareers.sciencemag.org/>

The Scientist. Archives: Profession. [On-line]. Available: http://www.the-scientist.com/fragments/careers/careers_about.jsp

The Chronicle of Higher Education. Career Network Advice Columns. [On-line]. Available: <http://chronicle.com/jobs/>

Federation of American Societies for Experimental Biology. (1997). Graduate Education: Consensus

Conference Report. Bethesda, M.D. FASEB. [On-line]. Available:
<http://opa.faseb.org/pages/Publications/educationreport.htm>
Heiberger and Vick, eds. (1996). The Academic Job Search Handbook (2nd ed.). University of Pennsylvania Press.

Reis, R. M. (1997) Tomorrow's Professor. Preparing for Academic Careers in Science and Engineering. New York: IEEE Press. 1997.

On-line Listserv: Tomorrow's Professor. Available: <http://ctl.stanford.edu/Tomprof/index.shtml>

Barker, K. (2002). At the Helm: A Laboratory Navigator. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press.

Resources on Non-Academic Careers

Robbins-Roth, C. ed. (1998). Alternative Careers in Science. Leaving the Ivory Tower. San Diego, Calif.: Academic Press.

Kreeger, K. Y. (1999). Guide to Nontraditional Careers in Science. London: Taylor & Francis Group.

**these resources are not considered endorsements, per se*

APPENDIX C: SUMMARY OF BENEFITS

**University of Rochester Summary of Benefits
for Postdoctoral Associates (0093)
and Postdoctoral Fellows (0095)**

Benefit Category	Eligibility and Contact Information	Other Information
Medical POS - Excellus	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>The POS plan offers you the flexibility to choose to seek care in-network or out-of-network. You may choose a Primary Care Physician (PCP) for this plan who may coordinate all of your care. Or, you may desire to just self-refer to an in-network specialist when you need to see a particular type of doctor.</p>
Dental PPO - MetLife	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 URPD@Garnett-Powers.com</p>	<p>This plan offers you the option of seeking services from an <i>in-network</i> or <i>out-of-network</i> dentist. Co-insurance levels can change between in and out-of-network services. Seeking care from in-network dentists will reduce your costs.</p>
Voluntary Vision PPO - Aetna	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>This plan offers you a PPO platform with a robust network. This comprehensive plan offers low-cost copays for exams, lenses or contact lenses and frames, with an additional discount available on extra pairs of glasses or contacts.</p>
Voluntary Long-Term Care Insurance	<p>Immediate</p> <p>Contact Legacy Services at: 1-800-230-3398 Ext. 101 custserv@4groupitci.com</p>	<p>Long-term care insurance pays for home health care, assisted living and nursing home care to help people with the functions of day-to-day living like bathing, dressing, transferring and eating. Please refer to Legacy Services website for more information: www.servilink1.net/legacyltc</p>
Travel Accident Insurance	<p>Immediate</p>	<p>Provide insurance in case of accidental death or dismemberment while traveling on University business in capacity of University employee. Medical and travel-related assistance services are provided using Frontier MEDEX worldwide 24-hours a day.</p>
NYS Statutory Short-Term Disability	<p>Immediate</p>	<p>NY State Statutory only (half pay for up to 26 weeks, max of \$170 per week)</p>

University of Rochester Summary of Benefits for Postdoctoral Associates (0093) and Postdoctoral Fellows (0095)

Benefit Category	Eligibility and Contact Information	Other Information
Retirement Plan 403(b)	Immediately eligible to make Employee Voluntary Contributions: Pre-Tax 403(b) or Roth After-Tax 403(b)	Enroll online through Retirement Program Self-Service at www.tiaa-cref.org/rochester or by telephone at 1-800-410-6497.
Employee Assistance Program (EAP)	Immediate. Employees and family members are able to seek EAP services.	Visit: www.urmc.rochester.edu/eap/
Employee Wellness Programs	Immediate eligibility for the following programs: <ul style="list-style-type: none"> ▪ Biometric Screening and Personal Health Assessment (PHA) - plus incentive ▪ Lifestyle Management Programs - plus incentive ▪ Weight Watchers (At Work & Online) - plus incentive ▪ Condition Management Programs - plus incentive ▪ Condition Management Rx/DX Discount ▪ Nurse Lines ▪ Flu Shots 	Visit: www.rochester.edu/working/hr/wellness

This document provides only a brief summary of main features of the plans. Detailed information on the benefit plans is available on the Benefits website at www.rochester.edu/benefits. A paper copy of this information is available for free from the Benefits Office. In the event of a conflict between this document and the official plan document or SPD, the plan document or SPD shall be controlling. The University reserves the right to modify, amend or terminate the Plans at any time, including actions that may affect coverage, cost sharing or covered benefits, as well as benefits that are provided to current and future retirees.

Please note that online enrollment requires your appointment to be recorded in the HRMS system, and your Net ID and access to HRMS to be established. In addition, for the Retirement Plan, online enrollment requires your information to be transmitted to these administrators.

University of Rochester Summary of Benefits for Visiting Postdoctoral Fellows (0094)

Benefit Category	Eligibility Information	Other Information
Medical POS - Excellus	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>The POS plan offers you the flexibility to choose to seek care in-network or out-of-network. You may choose a Primary Care Physician (PCP) for this plan who may coordinate all of your care. Or, you may desire to just self-refer to an in-network specialist when you need to see a particular type of doctor.</p>
Dental POS – MetLife	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>This plan offers you the option of seeking services from an <i>in-network</i> or <i>out-of-network</i> dentist. Co-insurance levels can change between in and out-of-network services. Seeking care from in-network dentists will reduce your costs.</p>
Voluntary Vision PPO - Aetna	<p>Immediate</p> <p>Enroll within 30 days of hire online at: http://clients.garnett-powers.com/rochester/</p> <p>Contact Garnett-Powers & Associates at: 1-844-243-0027 UniversityServices.GBS.Urpd@ajg.com</p>	<p>This plan offers you a PPO platform with a robust network. This comprehensive plan offers low-cost copays for exams, lenses or contact lenses and frames, with an additional discount available on extra pairs of glasses or contacts.</p>
Travel Accident Insurance	<p>Immediate</p>	<p>Provide insurance in case of accidental death or dismemberment while traveling on University business in capacity of University employee. Medical and travel-related assistance services are provided using Frontier MEDEX worldwide 24-hours a day.</p>
Employee Assistance Program (EAP)	<p>Immediate. Employees and family members are able to seek EAP services.</p>	<p>Visit: www.urmc.rochester.edu/eap/</p>
Employee Wellness Programs	<p>Immediate eligibility for the following programs:</p> <ul style="list-style-type: none"> ▪ Biometric Screening and Personal Health Assessment (PHA) - plus incentive ▪ Lifestyle Management Programs - plus incentive ▪ Weight Watchers (At Work & Online) - plus incentive ▪ Condition Management Programs - plus incentive ▪ Condition Management Rx/DX Discount ▪ Nurse Lines ▪ Flu Shots 	<p>Visit: www.rochester.edu/working/hr/wellness</p>

Please note that online enrollment requires your appointment to be recorded in the HRMS system, and your Net ID and access to HRMS to be established.