

Appointment/Renewal/Termination of a Postdoctoral Scholar

School of Dental Medicine, Case Western Reserve University

Updated February 2012

Instructions

Like hiring a Research Associate, the process for hiring a Postdoc is different than a regular staff position. It is handled jointly by the SODM and the School of Graduate Studies. By following the process outlined below you can help to ensure the appointment process goes quickly and smoothly. Any questions regarding this process can be directed to Tricia Ribeiro at dentres@case.edu or 368-1630.

The four steps below outline the SODM internal process. Once completed, a predetermined process established by the Office of Postdoctoral Affairs must be followed. Instructions are also provided for the appointment, renewal, and termination.

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1. **Confirm funding** for the new appointment will be available for the entire appointment period. This includes coverage of salary and insurance, as postdoc salaries are not subject to the University fringe rate.
 - Postdoctoral salary is **non-negotiable**. Salary rates are based on the current NIH scale for salary/stipend regardless of funding source. The scale can be found <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-033.html>. This is updated annually by the NIH, so be sure you have the correct year.
 - If the position is supported by a sponsored project, a revised forecast must be prepared to ensure that funding will be available for the **entire** appointment. This is not necessary if the request is being prepared for a replacement unless there will be a change in salary support.
 - Funding that overlaps non-competing continuation years is acceptable.
 - Funding that crosses over competing renewal years is unacceptable since the SODM has no guarantee of renewal funding. This is also true of sponsored projects in the last year of the period of performance when an extension is anticipated. Except in cases of Federal projects awarded under FDP that allow an automatic no-cost extension, there is no guarantee that an extension will be granted.
 - If this situation arises, the appointment will be made for the guaranteed timeframe. When confirmation is received of the extended time and/or funding, the appointment can be modified.
 2. **Complete the New Position Request – Postdoctoral Appointment** form and route it and the revised forecast, if applicable, to Tricia Ribeiro in Finance and Operations. Please do not move to #3 until the details have been evaluated by Finance and Operations.
 3. **Advertise the position, if necessary (not required).**
 - For posting on the CWRU website, send the description to JuWanda Rowell (jxr42@case.edu, 368-4504) requesting the posting. Once a candidate has been selected, you must contact HR to remove the posting.
 - Any other posting in trade journals, websites, etc. is the responsibility of the hiring department.
 4. **Interview and select the candidate.**

Once a candidate has been selected, the Office of Postdoctoral Affairs becomes involved. Additional information can be found on their website www.postdoc.case.edu where you will find various links with helpful information.

The following information comes directly from the Office of Postdoctoral Affairs.

Postdoctoral Appointment, Renewal, & Termination Processes

(Postdoctoral Scholars or Fellows)

The source of funding will determine whether they will be a postdoc scholar (dept funds, research grants, etc.) or postdoc fellow (training grants, funds obtained by postdoc).

Once a candidate has been selected:

1. Fill out a Postdoc Appointment Form: <http://postdoc.case.edu/admin/appointments.html>.

The Department Chair/Director's signature is required on this form. For dual department appointments, signatures are needed from both departments. ***Please see below for required signatures for your school/dept.*

Additional Information needed with the appointment form:

- CV
- Doctoral Transcripts or Diploma (translated if applicable)
 - Or letter of completion from the degree granting institution
 - Case doctoral graduates do not need to supply transcripts

If the postdoc is foreign, also include:

- Original Recommendation for Appointment of Exchange Visitor (J-1) Form or Recommendation for Appointment of Temporary Worker (H1-B) Form - (if applicable)
- Information Needed from Foreign Visitor Form (J-1) or H-1B Information Needed from Foreign Visitor Form (if applicable)

Go to the Office of Immigration and Human Resources Services site for more information on renewing visas:

<http://www.case.edu/finadmin/humres/ffs/>

2. Submit ALL paperwork to your school/department finance/dean's office (or where appropriate for your school/dept):

- The finance/dean's office will review, sign off and then forward paperwork to
 - Office of Postdoctoral Affairs
Rachel E. Begley, Manager, Postdoctoral Affairs
Tomlinson Hall 215, LC 7027

3. Postdoctoral Affairs sends official (dean's) letter of offer to the postdoc:

- A Postdoc Checklist (see postdoc website), benefits information, campus map, Individual Development Plan, etc. are sent to each postdoc with the letter of offer
- Copies of the offer letter are sent to the dept. administrator(s), school/dept Finance Office and Human Resources Information Systems department
- A second Original letter sent to Office of Immigration and Human Resources Services along with visa paperwork (if applicable)

4. Payroll Authorization:

- School of Medicine – The department should fill out a Personal Data Salary Authorization Form (PD) and send it Patty Urban. This form must be turned in for the postdoc to be put on payroll.
- Non-SOM departments should check in with the HR Information Systems department (hrrecords@case.edu) to see if any additional paperwork is needed.
- **An accepted offer letter must be signed by the postdoc and turned into HR Info Systems (Crawford 220).**

Salaries/Stipends for Postdoc Scholars & Fellows need to meet the University's minimum guidelines, which is the same as the current year's NIH NRSA scale (also available on our website).

Single coverage in the **Postdoc Benefits Program** must be paid by the grant/dept/faculty mentor funds. Rates for the program can be found at <http://www.garnett-powers.com/case/>.

Renewals, Extensions, Transfers, or Reclassifications

For **ALL** renewals, extensions, transfers or reclassifications a new official letter of offer must be done.

1. A Postdoctoral Scholar/Fellow Appointment Form is to be completed and submitted.

Submit all paperwork to the school/dept Finance Office. They will review, sign off and then forward paperwork to the Office of Postdoctoral Affairs.

- If applicable, also send an original Recommendation for Appointment Form for J-1 or H-1B
- Please keep in mind time needed for visa processing
- No other documents, previously submitted, are required (CV, diploma, etc.)

2. Postdoctoral Affairs sends official (dean's) letter of renewal to the postdoc:

- Copies of the offer letter are sent to the dept. administrator(s), school/dept Finance Office and Human Resources Information Systems department
- A second Original letter sent to Office of Immigration and Human Resources Services along with visa paperwork (if applicable)

3. An accepted renewal letter must be signed by the postdoc and turned into HR Info Systems (Crawford 220).

Resignations or Terminations of Appointment

For all ends of appointment, resignations, or terminations*:

1. Termination of Employment paperwork should be filled out and turned in to HR Info Systems (Crawford 220):

(available on the HR website <http://www.case.edu/finadmin/humres/employment/forms.html>)

- Employee Termination Checklist #HR10040101
- Exit Interview #HR30110101
- Personnel Action #HR10021195
- Copy of the letter of resignation (if applicable)

**Please contact the Office of Postdoc Affairs if you have questions regarding termination policies.*

2. Please send copies of the above forms to the Office of Postdoctoral Affairs.

3. If a postdoc is leaving, please be sure to respond to your monthly email from Garnett-Powers & Associates

(insurance broker for the Postdoc Benefits Program) to let them know or notify Rachel Begley (rachel.begley@case.edu) in Postdoc Affairs.

- Since the postdocs do not receive benefits through HR, there is no automatic trigger to terminate their benefits.
Benefits will not be terminated unless notification is received from the department.

****Signatures Required:**

College of Art & Sciences: Requires signatures from dept. chair, dean's office, and fiscal officer (Denise Donahey).

School of Medicine: Requires signatures from dept. chair, and SOM finance (Donna Parsell).

School of Engineering: Requires signatures from dept. chair, dean's office, and HR/fiscal officer (Ann Boughner).

School of Nursing: Requires signatures from PI or mentor, Susan Frey or Dean Wykle.

School of Dental Medicine: Requires signatures from dept. chair, asst dean of finance, and dean.

MSASS: Requires signatures from PI or mentor, and Richard Cole.

WSOM: Requires signatures from dept. chair, dean's office, and HR/fiscal officer.

Non-Academic Departments: Requires signatures from PI or mentor, and dept. head/director.

Visit the Foreign Faculty & Scholars site for more information on renewing visas:
<http://www.case.edu/finadmin/humres/ffs/>