



SUBJECT: FAU Postdoctoral Policy	Effective Date: 7-25-2019	Policy Number: 10.11.1
	Supersedes: 4-23-2019	Page 1 of 4
	Responsible Authorities: Vice President for Research	

I. BACKGROUND
The roles of the Postdoctoral Fellow are crucial to the success of Florida Atlantic University (FAU) research and economic development programs. This policy outlines the responsibilities of a postdoctoral fellow, addressing the job definition, length of appointment, benefits and performance evaluation.

II. PURPOSE
This policy is designed to assist the University in its efforts to define the position of a Postdoctoral Fellow, provide guidance on their responsibilities and provide metrics to assist the university in reporting the number of employees holding this position at FAU.

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

A Postdoctoral Fellow

- Holds a full-time “postdoctoral fellow” position; part-time employment is not eligible for this category
- Holds a terminal degree in their discipline
- Fills this role for a limited time, standard appointments are yearly contracts renewable for up to three years. Renewing contracts past three years will be

considered upon petition, but no postdoctoral fellow may hold a position for more than six years

- Is not part of a clinical training program (e.g. medical residency); exceptions can be made for MD/PhD students with protected research time.

There are generally four appointment types for postdoctoral fellows:

1. The first type includes postdoctoral fellows primarily engaged in research and scholarship who are either funded by their advisor's grant and research funding, or with support from their own training grant. These postdoctoral fellows typically hold 12 months positions.
2. The second type combines scholarship and research with classroom teaching and pedagogical development. Research activities in the first two types should be focused on the development of a future academic or professional career.
3. The third type is primarily concerned with teaching, with an emphasis on pedagogical and curricular development. The latter type typically runs in nine-months cycles throughout the academic year. The teaching load for this third type should not exceed a 3/3 load. Appointees should receive mentorship and formal training to expand their teaching repertoire.
4. The fourth type is focused on economic development. Entrepreneurial postdoctoral fellows prepare for a career in industry or private business. These fellows typically have developed a research idea during their graduate studies for which they envision a commercial product or application. During the first year(s), fellows will pursue their idea in a FAU affiliated research group with the head of this group acting as an academic mentor. While they may maintain some connection with the research lab, fellows will then transition to one of FAU's entrepreneurial programs (preferably FAU Tech Runway) for the second stage of their postdoc. There they will receive mentorship that focuses on entrepreneurship, business development and management. The primary goal for an entrepreneurial postdoc is to take laboratory research toward application and commercialization.

An appointee should be considered a collaborator of the faculty, and thereby co-author appropriate research outcome; or an appointee may pursue his/her own research under the guidance of a faculty, or a combination of both.

Hiring / Appointment/Benefits / Evaluation

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

Postdoctoral Fellows will be hired into the "Postdoctoral Fellows" position category in the financial systems with conditions and provisions outlined herein.

The hiring of Postdoctoral Fellows is exempt from the FAU recruitment process due to their special expertise that typically has to align with that of the mentor 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. If applicable, postdoctoral appointees must also comply with the recommendations and requirements of the University's compliance committees (IRB, IACUC, IBC, etc.).

All FAU employees must be able to work in the United States and any Postdoctoral Fellow/Scholar 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 Office of Postdoctoral Affairs does not support immigration applications.

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 Director of the Office for Postdoctoral Affairs is to be copied on all Postdoctoral Fellow Offer Letters.

Orientation

Due to Postdoctoral Fellows being hired continually, please verify with Human Resources the FAU 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. A clear research, teaching and career development agenda should be established at the onset of the position. Advisors and postdocs are encouraged to fill out an Independent Development Plan (IDP). This form could also be used to annually evaluate progress. This form can be found here: <http://www.fau.edu/research/postdoc-affairs/index.php>. Supervisors are strongly encouraged to submit a copy of the IDP form or any other form of evaluation to the Office of Postdoctoral Affairs for record-keeping.

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 Policy will be updated on an as needed basis.

POLICY APPROVAL

Initiating Authorities

Signature: _____ Date: 7/24/19
 Dr. Daniel Flynn, Vice President for Research

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