

Policy Guidelines for Postdoctoral Fellows at Thomas Jefferson University

Established 07/01/2003

Revised 6/22/2010

Introduction

Postdoctoral fellows at Thomas Jefferson University, as at other institutions, comprise a significant population within our research and training programs. Organizations, such as the National Institutes of Health, the Association of American Medical Colleges, the National Academy of Sciences, the Federation of Societies for Experimental Biology and the National Postdoctoral Association, have identified a number of issues surrounding the status of postdoctoral fellows at academic and other institutions. Given the increasing attention to these issues from outside agencies and the significant role of postdoctoral fellows at Jefferson, the present policy has been established to provide guidance in the governance of matters related to postdoctoral training.

In particular, AAMC recommendations regarding postdoctoral fellows support the establishment of policies and procedures that:

1. Identify a central university office for administration of postdoctoral fellows
2. Recognize the position as a training appointment
3. Establish uniform core policies on recruitment and appointments, including stipends, benefits, rights and responsibilities, and mentoring
4. Draft and provide a standard letter of appointment
5. Establish uniform term limits for appointments
6. Provide support and career advisement
7. Provide for periodic review and amendment

The Board of Trustees of Thomas Jefferson University has identified the Jefferson College of Graduate Studies as the central administrative location for the handling of postdoctoral affairs and charged the College with the development of relevant policies. The goal of the following policy is to address these issues in a fashion that provides mutual benefits to Thomas Jefferson University and its postdoctoral fellows, in order to ensure a positive training environment that will attract the highest quality postdoctoral fellows to engage in career development and training in research laboratories at Jefferson. Development of this policy is a continuing process involving the Jefferson administration, faculty and the postdoctoral fellow community.

Definition of a Postdoctoral Fellow

The position of postdoctoral fellow is considered to be a training position, held by the recent recipient of a Ph.D., M.D., or equivalent degree. The purpose of postdoctoral training is to receive additional preparation for a full-time academic, industrial, government or other career requiring advanced research training. Postdoctoral fellows are

expected to be engaged in full-time research under the mentorship of a member of the Jefferson faculty.

Appointment of Postdoctoral Fellows

As temporary training appointments, the position of postdoctoral fellow is an annual appointment and may be held for a period of no more than five years. Under exceptional circumstances, when additional training is deemed appropriate, this period may be extended for two additional years (total of seven) with written justification provided to the Office of Postdoctoral Affairs. This total includes all research training past the doctoral degree whether obtained at Jefferson or at another institution. Although research careers entail life-long learning, individuals past the five-year mark are no longer to be considered trainees and should be moved into another career track position whether remaining at Jefferson or at another institution. The initial letter of appointment for a postdoctoral fellow should contain or be accompanied by documentation providing the following information:

- Initial period of appointment (normally one year)
- Stipend level
- Issues related to future renewal of funding and appointment (such as pending grant termination or renewal dates)
- Benefits package (as per TJU Human Resources and OPT package)
- Expectations and obligations of the position (as per description of project by PI and as per TJU compliance policies)

The appointment process should follow standard personnel procedures established by the Thomas Jefferson University Human Resources Department, which will assist departments in the appointment process. At the time of appointment, a copy of the appointment letter, proof of doctoral degree, and curriculum vitae should be forwarded to the Office of Postdoctoral Affairs in the Jefferson College of Graduate Studies, M-60 Jefferson Alumni Hall, with appropriate coordination with the TJU Human Resources Department.

Office of Postdoctoral Affairs

The Office of the Dean of the Jefferson College of Graduate Studies shall include the function of an Office of Postdoctoral Affairs utilizing appropriate existing personnel, or new personnel as required, to administer this function. The College shall also establish an ad hoc faculty committee called the Advisory Committee for Postdoctoral Training to assist in these matters. The College will endeavor, in conjunction with academic departments and training grant directors, to determine human resource needs and training opportunities for postdoctoral fellows and establish a web-based recruiting resource to identify postdoctoral positions available at TJU. The Office of Postdoctoral Affairs shall also work in cooperation with the Office of Research Administration and the Office of Scientific Affairs to ensure participation of postdoctoral fellows in all relevant compliance programs related to the Responsible Conduct of Research. Insofar as many postdoctoral

fellows are citizens of other countries, the Office shall work closely with the Office of International Exchange Services to provide support for international fellows.

Jefferson Postdoctoral Association

The Graduate College shall establish and provide support for a self-directing, but institutionally supported, Jefferson Postdoctoral Association (JPA), modeled after the successful JCGS Graduate Student Association and other external postdoctoral associations. The purpose of the JPA shall be to promote academic, social, and career guidance programs for postdoctoral fellows at Jefferson. The Office of Postdoctoral Affairs and JPA shall work together to provide a focus for training in survival skills and career guidance, to encourage good mentoring practices, and to build on pre-existing programs for faculty and students such as compliance training, career forums, and workshops dealing with grantsmanship, scientific writing, and speaking. These objectives are designed to ensure compliance with NIH and other internal and external policies pertaining to the Responsible Conduct of Research and to enhance the career skills of postdoctoral fellows in these areas.

Vacation, Holidays, and Sick Leave Benefits

As trainees, postdoctoral fellows are not eligible for traditional permanent staff benefits. However, the following policy applies to all postdoctoral fellows at Thomas Jefferson University regardless of their source of funding.

Vacation Leave. Vacation days are allotted at ten days per year. If postdocs come in at any time other than July 1, this allotment will be pro-rated. Postdocs may carry over up to five additional days for a maximum of fifteen days (three weeks) at any one time. There is no accrual or payout of unused vacation days.

Holidays. Holidays include the six designated by Jefferson (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas).

Sick Leave. Sick leave is allotted at five days per year. Health-related absences beyond this allotment (including maternity leave) are covered under short-term disability benefits. There is no accrual or payout of unused sick days.

Postdoctoral fellows receiving funding from external sources, such as government or foundation grants, are further subject to the benefits and restrictions established by the funding source, commensurate with policies for comparable training positions at Jefferson.

Health and Related Benefits

All postdoctoral fellows, regardless of their funding source, shall receive TJU OPT benefits (effective 1/1/2004 for NRSA Fellows) from the date of hire (unless indicated otherwise below) including:

- Health insurance
- Dental insurance
- Vision coverage
- Prescription drug coverage
- Basic and optional life insurance
- Accidental death and dismemberment insurance
- Business travel insurance
- Short term disability
- Long term disability
- Employee reimbursement account
- Tuition assistance (internal, 60 day wait; external, 6 month wait)

Compensation

Compensation of postdoctoral fellows at TJU shall be subject to annual review and revision as required. The minimum compensation for all newly hired postdoctoral fellows, regardless of their funding source, for the 2011 Fiscal Year beginning July 1, 2010 is \$36,010. Fellows funded by an NIH NRSA individual or institutional training grant (Postdoctoral Fellow in Training) or another extramural funding source shall be compensated at that organization's salary scale, but must be paid at least Jefferson's minimum salary. Fellows that are on an H1B visa should contact TJU's Office of International Exchange Services for more information. Compensation for postdoctoral fellows in Research (supported by research grant, departmental or other funds) above the minimum amount indicated shall be commensurate with their experience. Recommended ranges based upon years of experience are available from the Office of Postdoctoral Affairs. For budgetary purposes, the recommended maximum for any postdoctoral fellow is the NIH NRSA annual scale plus ten percent. For potential postdoctoral appointees whose skills and experience indicate their compensation falls outside of these ranges, TJU Human Resources Department, Compensation, in cooperation with the Principal Investigator, hiring department and the Office of Postdoctoral Affairs, shall assist in determining whether there is justification for an exception to these scales, or in determining whether another job code and pertaining scale is more appropriate to the appointee.