



TO: University Faculty And Research Staff
FROM: Dr. Vistasp Karbhari, Provost and
Executive Vice President for Academic Affairs
Dr. John Horack, Vice President for Research
SUBJECT: Post-Doctoral Research Assistants
DATE: 9/8/2009
CC: Human Resources

A handwritten signature in blue ink, appearing to read 'V. Karbhari', with a horizontal line underneath.

We are responding to an idea brought forward from a member of our university's faculty. This action is meant to address the lack of a defined postdoctoral research position within the university's current position classification system. Postdoctoral research positions are a valuable part of the traditional path for faculty development in academia. In addition, the extent of the utilization of these positions is used by the National Science Foundation and other outside organizations as one measure of the success of an academic institution.

We will create three new position classifications within the current university position classification system: Postdoctoral Research Assistant I, Postdoctoral Research Assistant II, and Postdoctoral Research Assistant III.

We will adopt a definition of a Postdoctoral Research Assistant, similar to that of the National Science Foundation, as an employee who holds a PhD degree (or its equivalent) that has been awarded within the last five years, has a limited-term appointment, generally no longer than 5-7 years but typically of a 2-3 year duration, has a position that is primarily for training in research or scholarship, and works under the supervision of a senior scholar. The salary ranges for these new positions will be commensurate with those for the existing research staff positions of Research Associate I, Research Associate II, and Research Associate III, respectively, ranging from \$32,935 to \$62,576.

Employees in these limited-term positions will receive the same benefits enjoyed by Research Associates, with an exception for annual leave. These limited-term employees will be instructed to use all of their accrued leave prior to their agreed-upon termination date. If the leave is not used, a

Postdoctoral Research Assistant will not get a lump sum payout for the balance of their leave upon their separation from the university. This will ensure that the budgets of faculty and staff research grants and contracts will not be charged for a lump-sum leave payment on the separation date of the Postdoctoral Research Assistant. Please note that Postdoctoral Research Assistants will continue to accrue annual leave at the same rate as that of their Research Associate counterparts. Finally, employment under multi-year appointments will be subject to the availability of funds. This information will be included in each Postdoctoral Research Assistant offer letter, and the Staff Handbook will be amended to reflect this policy.