

UNIVERSITY OF COLORADO

SCHOOL OF MEDICINE

**POSTDOC FACT SHEET**

The Graduate School is no longer overseeing the hiring of postdoctoral fellows. This information is intended to assist the units within the CU School of Medicine with the hiring and employment training process for PhD Postdocs.

Research Postdoctoral Fellows/Trainees (also known as postdocs, postdoctoral scholars, or regular fellows) constitute one of the mainstays of the research enterprise at UCD and within the Schools on the Anschutz Medical Campus. Because of their high level of education, postdoctoral fellows are able to work in a semi-independent manner on one or more research, teaching, or scholarship projects under direction or training of a principle investigator or senior faculty member. *Within the University of Colorado Human Resources system, these positions are classified in job code 1438.*

WEBSITE: [http://www.ucdenver.edu/faculty\\_staff/research/postdoctoral/Pages/default.aspx](http://www.ucdenver.edu/faculty_staff/research/postdoctoral/Pages/default.aspx)

The number of postdocs involved in research and scholarship hovers around 300 for both campuses. Ten schools and colleges benefit from the diversity of knowledge and skills postdocs bring to their departments. More than 40% are here on current visas.

- Letter of offer templates can be found on the Graduate School website.
- Positions may begin at any time within the month with regard to the University deadlines for benefits.
- SOM, letters of offer will be signed by:
  - Mentor, Division Head/Section Head if applicable, Department Chair or Center Director, the Dean, SOM.
  - After the mentor, Division/Section Head and Department Chair have signed the offer letter, it should be routed to Chris Scanlan for the Dean's signature. In addition, the appointment will also require verification of:
    - PhD diploma or
    - Verification that thesis has been successfully defended and degree approved
    - A tickler file will be maintained to assure that no more than 60 days have elapsed without individual providing verification of their PhD.
- Grievances: Department Chair and/or Division Head with notification to the Sr. Associate Dean for Academic Affairs for School of Medicine. The Sr. Associate Dean will intervene if issues can not be resolved, and will engage the Dean and Legal as needed.
- Evaluations:
  - Postdoc evaluation forms are required to be completed annually and can be found on the Graduate School website. When HR sends notifications that

evaluations for Exempt Professionals/University Staff are due – this should be the trigger to SOM units to remind faculty to evaluate their Postdocs.

- Jim Finster – Graduate School will email reminders of evaluation and will maintain a master list of who does or does not have evaluations on file. This information also feeds their database for T32 submissions data.
  - IDPs (individual development plans) are an important part of postdoc training, and while not absolutely required by the NIH, NSF and other funding agencies, training grants such as NIH T32 awards are expecting new and renewal applications to describe how a training program utilizes IDPs. It is likely that this will soon be extended to R01 and other NIH funding mechanisms and possibly will be made a requirement for new and competing renewal applications. A trainee should make every effort to develop an IDP and obtain feedback from their mentor.
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- The Graduate School Website will be maintained by the Graduate School and helpful documents, policies and tools will reside there.
  - NIH Postdoctoral Stipends will reside on the Graduate School website.
  - ALL Postdocs must be paid at least the minimum stipend corresponding to the NIH Level 0 years experience. While using the NIH stipend levels is encouraged (and required if the postdoc is supported by a training award such as a T32), salaries can be negotiated between individual postdocs and their mentors. Individual departments or training programs may set additional requirements, however all postdocs must be paid at least the amount defined by the NIH scale for a postdoc with 0 years experience irrespective of the funding source. It is up to the mentor to advance the fellow through the stipend levels, though maintaining consistency according to the NIH guidelines based on years of experience, while recommended is not mandatory.
  - Postdocs should not remain a fellow for more than six years at CU. Exceptions to this policy should be vetted and approved by the Department Chair and the Sr. Associate Dean for Academic Affairs.
  - Sick and vacation leave will be tracked by the mentor units (Division, Department, Center) and the existing policies will remain as reflected in the DRAFT postdoc policy. .