

## SUMMARY OF SELECT ELEMENTS OF THE TERMS OF APPOINTMENTS FOR POSTDOCS

Postdoctoral Scholars are appointed on a full-time basis in training positions under the mentorship of one (or more) faculty member, normally within 3 years of active research after the PhD.

The limit of an appointment is four years (total years of research past the PhD), with possibility of extension to a fifth or a sixth year, as outlined see below.

Years of training refer to all years of research after the PhD (i.e., at Stanford and elsewhere).

### Extensions Beyond Year 4

- I. Administrative extensions are grantable in order to:
  - a. Allow a postdoc to complete a nationally or internationally competitive fellowship.
  - b. Bridge time (less than 1 year) to the start of an accepted position with a defined start date.
  - c. Extend to a fifth year of training upon the submission of a mentoring and transition/exit plan to OPA.
  
- II. Appointments of new or current postdocs in a sixth year of training require a formal review by a committee of faculty.
  - a. New candidates may have up to six total years of training when they are offered a second postdoctoral position in a new field with a major change in research direction at Stanford.
  - b. The extension of continuing postdocs into a sixth year is rare. *To be eligible, annual progress review meetings must have been carried out from the initial year of appointment at Stanford and notes provided to the review subcommittee.* (For postdocs who began prior to this policy, annual progress review meeting notes are required starting this year (June, 2012).
  - c. In case of extensions, the committee will evaluate a detailed rationale, mentoring plan, and the trainee outcome in the lab. Family and parental circumstances will be strongly considered, as arising and appropriate.
  - d. Committee decisions are recommendations to the Vice Provost for Graduate Education for final determination. The University decision takes into account immigration and labor law.

### Exceptions to Full-Time Status

- III. A reduction in effort is permitted in limited circumstances for:
  - a. Family leave for new parents. No less than 50%, for up to 3 months from the birth of child.
  - b. Medical leave for a serious health condition of scholar or immediate family member
    - i. Minimum of 50% FTE
    - ii. Up to 12 weeks, intermittent or taken together, in a one-year period
    - iii. Applies regardless of scholar's eligibility under California Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA)
  - c. Appointment at the School of Medicine in a 20% Clinical Instructor position
    - i. Minimum of 80% (90/10 or 80/20)
    - ii. Requires a revised joint offer letter

The above is a working summary of University Policy. This is not a policy document nor is it a comprehensive description. For full description, and in case of a conflict, the University policy in the Research Policy Handbook supersedes. Question: contact the Office of Postdoctoral Affairs ([postdocaffairs@stanford.edu](mailto:postdocaffairs@stanford.edu))