

## APPOINTMENT PROCESS: BROWN-PAID POSTDOCS

Revised 8/1/09

The Office for Graduate & Postdoctoral Studies (OGPS) administers the appointment process of Postdoctoral Research Associates (PDRA) and Postdoctoral Research Fellows (PDRF) in the Division of Biology and Medicine. Postdocs are individuals in the preparatory stages of their careers who are appointed to meet particular and defined needs of a project or program under the supervision of a regular faculty member. Such appointments are intended to enhance the academic and research development of the appointee, with a career goal of an independent position. All Postdocs must hold a PhD (or equivalent). Postdoc titles impact the way appointments are handled, and funding designations will dictate the titles. Most Postdoc appointments are for Postdoctoral Research Associates. The majority of Brown-paid postdocs are “pre-selects” who have been recruited via professional networking. All Postdocs have access to health and dental insurance.

**POSTDOCTORAL RESEARCH ASSOCIATES** are employees of the University who receive a salary and all employee benefits for which they are eligible, and the grants supporting them (paid by faculty research funds) are assessed accordingly. Individuals are appointed on an annual basis, for a maximum term of five years. PDRAs are appointed using funding via a Research Grant, Training Grant, GIP or Start-up Account.

**POSTDOCTORAL RESEARCH FELLOWS** conduct research supported by fellowships, and are normally paid via stipends. Postdoc Fellows have access to and may participate in the University’s health and dental plans. Individuals are appointed on an annual basis, for a maximum term of five years. PDRFs come to Brown with their own Individual Fellowship (NRSA, etc.) – **OR** – PDRFs are appointed through a Training Grant (T32 for example), of which the Faculty is PI. [See “About Postdoctoral Appointments/Reappointments” on GPS website [http://biomed.brown.edu/grad-postdoc/PD\\_Appt\\_Description.html](http://biomed.brown.edu/grad-postdoc/PD_Appt_Description.html)]

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### POSTDOC APPOINTMENT PROCESS:

- 1) Once a candidate is identified, the Department Manager should send appropriate materials to the Office for Graduate & Postdoctoral Studies [Roberta Swanson, Postdoctoral Program Manager, Box G-A219]. All appointment packages must include:
  - **MEMO FROM DEPARTMENT CHAIR** recommending appointment
  - **CV** (Updated to include date of completion of doctoral degree)
  - **PERSONNEL ACTION FORM (PAF)** – Completed in Red Ink
  - **POSTDOCTORAL ACTION FORM, BIOMED (PDAF)** – with complete info
  - **VISA** – For Postdocs requiring a VISA:
    - a) J-1 VISA, please include completed **DS-2019** (Request for Form DS-2019 for J-1 Exchange Visitor). GPS will send form and signed appointment letter to OISSS.
    - b) H-1 VISA, please include a copy of 1<sup>st</sup> page of visa form for OGSP files. Each department will continue to handle all processing of H-1 visas.

**NOTE:** If appointment is a PRE-SELECT and NOT the result of a search, you do not need the FPA in the appointment package. All info found in the FPA should be included in cover letter and PDAF. The FPA is only needed for a search (a copy of which should be included in appt. package).

- 2) Once the completed Postdoc appointment package is received in O GPS Office, it will be logged in.
- 3) OGPS Office will confirm funding availability for Centralized Departments with the BioMed Office of Financial Services/Research Administration (BMFS).
- 4) The appointment will be reviewed and approved by Dean Nancy Thompson.
- 5) NEW Postdoc Appointments will be sent to the Office of Institutional Diversity for their approval. If not a "new appointment", Go to Step 6.
- 6) Once Diversity approves NEW appointments, and for all other appointment actions, the file will come back to the Office for Graduate and Postdoctoral Studies where a letter confirming all the relevant information will be prepared for Dean Thompson's signature.
- 7) Once Associate Dean Nancy Thompson signs the letter:
  - a. A copy of the letter AND the original PAF will be sent to BioMed Financial Services for final confirmation by GPS. BMFS will send PAF to the University's Human Resources Office.
  - b. The ORIGINAL, signed letter will be sent to the DEPARTMENT MANAGER to be forwarded to the candidate. The Dept manager is responsible for sending all appropriate enclosures (as referenced in letter). Copies of the letter (appropriate to the "cc" list) will be included in package going to the Department Manager.
  - c. For Postdocs needing a J-1 Visa, OGPS office will send the signed and returned appointment letter and the DS-2019 application to the Office of International Students and Scholars (OISSS) to facilitate the visa request process.
  - d. Postdocs MUST sign any type of appointment letter as indicated in each letter and mail or fax back their signed agreement to the GPS Office. If the postdoc needs a Visa, this signed letter will also be sent to the OISSS. Please ask Postdocs to include a cover sheet with their signed confirmation letters addressed to GPS.
  - e. New Postdocs MUST complete their I-9 form and paperwork in the Office for Graduate & Postdoctoral Studies prior to or on their first (1<sup>st</sup>) day. The 3 day "grace period" refers only to the time allowed to produce their documents, not fill out forms. Paychecks will be held at Payroll for Postdocs who don't I-9.

At the same time that postdoc "I-9's", they will fill out a Personnel Data Form, which OGPS will then forward to Human Resources. This serves as "proof" that the post-doc has completed the I-9 process. If available, Associate Dean Thompson will welcome and briefly speak with the postdoc. The GPS Office will then direct postdocs on the remaining steps needed to be completed.

Appointing a Postdoc is a long and sometimes complicated process -- it can be made much easier by ensuring that all information sent to the Office for Graduate & Postdoctoral Studies is complete. You should also allow plenty of time to process this request. We recommend that you send appointment information at least a month prior to the start date for US Citizens. For postdocs needing a visa, you should allow up to three months; four months when dealing with China.

Please contact Roberta Swanson in the Office for Graduate & Postdoctoral Studies with any questions.  
Phone: 863-1614; Email: [Roberta\\_Swanson@brown.edu](mailto:Roberta_Swanson@brown.edu)

Postdoctoral actions that are processed through the GPS office include:

- New Appointment
- Reappointment
- Salary change
- Title Change
- Appointment Date Change
- Extension of Appointment
- Leave of Absence
- End of Appointment
- Termination
- Resignation
- Some combination of above

**NOTE: PLEASE Follow Instructions on Website in the section entitled "FORMS TO INCLUDE FOR APPOINTMENT (and Reappoints) PROCESS:"**