OFFICE OF POSTDOCTORAL AFFAIRS

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Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs, located within the School of Graduate Studies, is responsible for the appointment of postdoctoral scholars and fellows, as well as the development, implementation and monitoring of all university policies applicable to these positions. Additional information is available on the Postdoctoral Affairs website (http://postdoc.case.edu).

Services

The following are some of the services that are offered by the Office of Postdoctoral Affairs:

• Employment-related activities including letters of appointment and fellowships
• Extension, and termination of appointments for postdoctoral scholars and fellows
• Orientation
• Administration of the Postdoctoral Benefits Program
• Coordination of all grievance procedures

Definition of Postdoctoral Scholar

A postdoctoral scholar is defined as a special class of employee who:

• holds a PhD or equivalent
• works on scholarly projects funded by grants obtained by others at the University or is funded by department funds
• is engaged in a mentored training relationship with a member of the University faculty, and
• actively pursues fellowship/grant funding for his/her own research project in order to develop his/her future professional career.

Postdoctoral scholars are not to be confused with postdoctoral fellows who are not employees of the University and receive their funding from training grants, fellowships, or grants they have applied for and obtained from outside sources and not faculty-sponsored research grants.

**Once such funding has been obtained, the postdoctoral scholar becomes a postdoctoral fellow.

Definition of Postdoctoral Fellow

A postdoctoral fellow is defined as a trainee (not an employee) who:

• holds a PhD or equivalent
• works on scholarly projects funded by training grants, fellowships, or grants they have applied for and obtained from outside sources
• is engaged in a mentored training relationship with a member of the University faculty, and
• actively pursues fellowship/grant funding for his/her own research project in order to develop his/her future professional career.

Criteria for Postdoctoral Scholars and Fellows

• The appointment is temporary and postdoctoral scholars/fellows are expected to complete their mentored training within 5 years.
• The time devoted to this appointment as well as the specific scholarly training activities will be decided in collaboration with the mentor and committed in writing in the form of a training plan. All postdoctoral scholars/fellows will be encouraged to pursue additional training and other opportunities in the respective areas up to 25% of their time.
• The appointee will train under the supervision of a senior scholar (faculty mentor).

Salary/Stipend Guidelines

CWRU uses the current year NIH NRSA scale (http://case.edu/postdoc/administrators-mentors/postdoc-salary-stipend) as the minimum salary/stipend guidelines for all Postdoctoral Scholar and Postdoctoral Fellow positions. These guidelines apply regardless of funding source.

Postdoctoral Benefits Program

Postdoctoral scholars/fellow are eligible to participate in the Postdoctoral Benefits Program (http://case.edu/postdoc/current-postdoctorates/benefits-program), but are excluded from participating in all other CWRU benefits including employee retirement and benefit plans. The postdoctoral benefits program offers medical, dental, vision and life insurance plans.

SIS Postdoctoral Appointment System

The Student Information System (SIS) postdoctoral appointment component allows for all appointment information and documentation (including visa, CV, diploma, and other documents) to be submitted electronically through SIS. It will also allow for electronic approval flow. Additional information on the appointment process and documents required can be found on the Office of Postdoctoral Affairs (http://case.edu/postdoc/administrators-mentors/appointments-renewals-terminations) website.

Postgraduate Audit Program

A postgraduate audit program allowing registration for coursework is available to individuals who hold a doctoral degree such as MD, DNP, DDS, or PhD and are in training positions (e.g., fellows, etc.) in research or clinical programs at Case Western Reserve University. Additional information is available on the Office of Postdoctoral Affairs (http://case.edu/postdoc) website.