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
- 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.

**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.