

UC Riverside
Academic Personnel Policy and Procedures
POSTDOCTORAL SCHOLAR POLICY

The text of this policy contains policy language of APM 390 except, where applicable, supplemental campus procedures are noted in a two-column format paralleling the APM policy language.

Preamble

At the University of California, the postdoctoral experience emphasizes scholarship and continued research training for individuals who have recently completed a doctoral degree. The Postdoctoral Scholar conducts research under the general oversight of a faculty mentor in preparation for a career position in academe, industry, government, or the nonprofit sector. Postdoctoral work provides essential training in many disciplines for individuals pursuing academic careers and may include opportunities to enhance teaching and other professional skills.

Postdoctoral Scholars contribute to the academic community by enhancing the research and education programs of the University. They bring expertise and creativity that enrich the research environment for all members of the University community, including graduate and undergraduate students. The University strives to provide a stimulating, positive, and constructive experience for the Postdoctoral Scholar, by emphasizing the mutual commitment and responsibility of the institution, the faculty, and the Postdoctoral Scholar.

390-0 Policy

This policy defines and sets forth terms and conditions relating to the appointment of Postdoctoral Scholars. It applies to both (1) Postdoctoral Scholars who are employees of the University and (2) Postdoctoral Scholars who are appointed as fellows and are paid stipends by extramural agencies either directly or through the University.

390-4 Definition

Postdoctoral Scholar appointments are temporary positions with fixed end dates intended to provide a full-time program of advanced academic preparation and research training. Individuals pursuing clinical fellowships and residencies in the health sciences are excluded from appointment to these titles.

Postdoctoral Scholars train under the direction and supervision of faculty mentors in preparation for academic or research careers. In addition to pursuing advanced preparation in research, Postdoctoral Scholars may be approved to engage in other activities to enhance teaching and other professional skills. If formal teaching duties are assigned, a Postdoctoral Scholar must hold both a Postdoctoral Scholar title and an appropriate teaching title. Under this circumstance, the full-time Postdoctoral Scholar appointment percentage will be reduced accordingly. Ordinarily, Postdoctoral Scholars are not permitted to serve as principal investigators on extramurally-sponsored contracts or grants. Because the University recognizes that proposal preparation is an important aspect of most postdoctoral training,

APM-390 campuses may permit Postdoctoral Scholars to serve as principal investigators on awards that are restricted to Postdoctoral Scholars, on small awards for research expenses or travel, or in other circumstances approved by the Chancellor.	UCR Procedures Requests for granting principal investigator status on awards shall be forwarded to the Vice Chancellor of Research via the college/school dean for review and consideration.
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390-6 Responsibility

- a. Faculty mentors are responsible for guiding and monitoring the advanced training of Postdoctoral Scholars. In that role, faculty mentors should make clear the goals, objectives, and expectations of the training program and the responsibilities of Postdoctoral Scholars. They should regularly and frequently communicate with Postdoctoral Scholars, provide regular and timely assessments of the Postdoctoral Scholar's performance, and provide career advice and job placement assistance.

APM	UCR Procedures
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<p>b. The Chancellor has the authority to approve appointments and reappointments of Postdoctoral Scholars and to establish campus policies that supplement APM - 390. As provided in APM - 100-6-d, the Chancellor may redelegate this authority.</p>	<p>b. The dean has the authority to approve initial appointment and merit increase of postdoctoral scholars. The department chair or equivalent administrative officer has the authority to reappoint Postdoctoral Scholars. All appointment and reappointment shall be made in accordance with the appointment criteria (390-10), terms of service (390-17), salary requirement (390-18), and appointment percentage (390-19) set forth in this policy.</p>
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390-8 Titles

The title of a Postdoctoral Scholar appointment is determined by the requirements of the funding agencies.

- a. **Postdoctoral Scholar – Employee**
 An appointment is made in the title “Postdoctoral Scholar – Employee” when (1) the agency funding the salary requires or permits the appointee to be an employee of the University, or (2) whenever General Funds, Opportunity Funds or other University discretionary funds are used to support the position.
- b. **Postdoctoral Scholar – Fellow**
 An appointment is made in the title “Postdoctoral Scholar – Fellow” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the fellowship or traineeship is paid through a University account.
- c. **Postdoctoral Scholar – Paid Direct**
 An appointment is made in the title “Postdoctoral Scholar – Paid Direct” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the agency pays the fellowship or traineeship directly to the Postdoctoral Scholar, rather than through the University. Such appointments shall have a “without-salary” status.
- d. Postdoctoral Scholars may be assigned to more than one Postdoctoral Scholar title concurrently depending on University and extramural funding agency requirements.

390-10 Appointment Criteria

Appointment as a Postdoctoral Scholar requires a doctoral degree (e.g., Ph.D., M.D.) or the foreign equivalent.

390-17 Terms of Service

APM	UCR Procedures
a. Postdoctoral Scholar appointments are temporary and have fixed end dates. Appointments are typically made for one year but may be made for up to three years. Campuses may require a minimum duration of appointment (e.g., one year).	a. The duration of postdoctoral scholar appointment is normally one year, but may be less than a year for appointments that are “visiting” in nature. Multiple-year appointments may be made for up to three years if fund support is secured for the duration of the postdoctoral scholar appointment.
b. The total duration of an individual’s postdoctoral service may not exceed five years, including postdoctoral service at other institutions. By exception, the Chancellor may grant an extension not to exceed a sixth year.	b. See Five-Year Limit Guidelines . For grandfathering provision regarding the 5-year limit, please refer to the <i>UCR Postdoctoral Scholar Policy Transition Guidelines</i> , Section 4.b.
c. Pursuant to APM - 137-30-b, it is within the University’s sole discretion not to reappoint a Postdoctoral Scholar.	c. All Postdoctoral Scholar appointments at UCR should specify appointment end dates in accordance with 390-17-a & b.

390-18 Salary and Stipend

a. Scale

An authorized salary and stipend scale establishing minimum and maximum pay rates for Postdoctoral Scholar titles is issued by the Office of the President. This scale is adjusted annually by the general range adjustment, if any, approved by the President for non-exclusively represented, non-Senate academic appointees.

APM-390	UCR Procedures
For “Postdoctoral Scholars – Employee,” campuses may establish steps within the scale.	In Phase 2 of the policy implementation, discussions to establish a salary scale will take place between the Academic Personnel Office and the departments and colleges/schools.

b. Individual Range Adjustments

APM-390	UCR Procedures
When providing range adjustments for other non-exclusively represented, non-Senate academic employees, campuses may provide range adjustments for “Postdoctoral Scholars – Employee” for salaries that fall between the minimum and maximum scale established by the Office of the President (see APM - 390-18-a).	UCR, at its sole discretion, may provide range adjustments for “Postdoctoral Scholars – Employee” for salaries that fall between the minimum and maximum scale established by the Office of the President (see APM - 390-18-a), in accordance with range adjustments provided for other non-exclusively represented, non-Senate academic employees.

c. Criteria

APM-390	UCR Procedures
<p>Campuses are responsible for establishing the criteria for determining the salaries of individual “Postdoctoral Scholars – Employee” within the salary and stipend scale. Such criteria may include, but are not limited to, the individual’s qualifications, number of years of experience, performance as a Postdoctoral Scholar, funding availability in the discipline, and competitive salaries and stipends paid by other universities. When a stipend or salary is established for a Postdoctoral Scholar, equity among all appointees in the three Postdoctoral Scholar titles within the academic unit shall be taken into consideration.</p>	<p>Criteria for determining salary and stipend amount may include, but are not limited to:</p> <ul style="list-style-type: none"> • the individual’s qualifications, • number of years of experience, • performance as a Postdoctoral Scholar, • funding availability in the discipline, • competitive salaries and stipends paid by other universities. <p>When a stipend or salary is established for a Postdoctoral Scholar, equity among all appointees in the three Postdoctoral Scholar titles within the academic unit shall be taken into consideration.</p>

d. Provision of Minimum Pay Level

APM-390	UCR Procedures
<p>When extramural agencies establish stipends at a rate less than the University established salary and stipend scale minimum, and the University elects to proceed with such an appointment, the campus is required to provide additional funding to bring the pay level of the Postdoctoral Scholar up to the established minimum. The mentor is required to arrange the additional funding prior to the begin date of an appointment.</p>	<p>When extramural agencies establish stipends at a rate less than the University established salary and stipend scale minimum, and the University elects to proceed with such an appointment, the hiring department, unit, or Principal Investigator is required to provide additional funding to bring the pay level of the Postdoctoral Scholar up to the established minimum. The mentor is required to arrange the additional funding prior to the begin date of an appointment.</p>

e. Exceeding the Scale Maximum

APM-390	UCR Procedures
<p>The Chancellor may approve salaries above the top of the authorized scale in exceptional instances.</p>	<p>Requests for salaries above the top of the authorized scale in exceptional instances shall be forwarded to the Graduate Division Dean via the college/school dean, for review and consideration.</p>

f. Supplementation of Fellowship Stipends

A Postdoctoral Scholar in the “Postdoctoral Scholar – Fellow” or “Postdoctoral Scholar – Paid Direct” title may have his or her stipend supplemented with additional funding beyond the scale minimum. Supplementation must be in conformance with the terms of the fellowship or traineeship and, if paid with University funds, be paid in the “Postdoctoral Scholar – Employee” title. Except as provided in APM - 390-18-e for salaries paid above scale, the sum of stipend and salary may not exceed the maximum of the scale and must be consistent with campus criteria for determining the appropriate pay level of an individual Postdoctoral Scholar.

g. Annual Salary Increases

<p>APM 390</p> <p>Salary increases may be given annually to “Postdoctoral Scholars – Employee” on the basis of merit in accordance with established campus procedures. The effective date of merit increases shall be established by the campus. Increases to “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” should be provided in accordance with the provisions of the extramural funding agency. Salary and stipend increases are to be recommended and approved in accordance with campus procedures.</p>	<p>UCR Procedures</p> <p>At the sole discretion of the hiring department, unit, or Principal Investigator, annual merit increases for “Postdoctoral Scholars – Employee” may be proposed. Merit increases to “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” should be proposed in accordance with the provisions of the extramural funding agency. Salary and stipend increases are to be recommended with written justification to the College/School Dean for review and consideration.</p> <p>When a merit increase is approved, it will become effective on the Postdoctoral Scholar’s appointment anniversary date.</p>
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390-19 Appointment Percentage

<p>APM 390</p> <p>a. Appointments to the Postdoctoral Scholar title are full time, based on the expectation that the Postdoctoral Scholar will be fully involved in scholarly pursuits. In special cases, upon written request of the appointee and concurrence of the mentor, an exception may be granted by the Chancellor when the appointee is unable to make a full-time commitment for reasons of health, family responsibilities, or employment external to the University. Such a request must take into account extramural funding agency requirements, if any. When a reduced-time appointment has been approved, the mentor and Postdoctoral Scholar shall sign a written agreement specifying the reduction in hours of work and concomitant responsibilities.</p>	<p>UCR Procedures</p> <p>a. Exception to full-time postdoctoral scholar appointments should be submitted to the Dean of the Graduate Division in the following manner:</p> <ol style="list-style-type: none"> 1. written request from prospective postdoctoral scholar appointee enumerating reason(s) for exception to full-time appointment; 2. written request from faculty mentor supplementing the postdoctoral scholar’s written request by outlining the proposed part-time appointment percentage and concomitant responsibilities. <p>The Dean of the Graduate Division shall review the request based on the allowable reasons (health, family responsibilities, or employment external to the University) and inform the requesting parties in writing of his/her decision.</p> <p>If the exception request is approved, a written agreement outlining the proposed part-time appointment percentage and concomitant responsibilities shall be signed by the postdoctoral scholar appointee and the faculty mentor. A copy of such an agreement shall be forwarded to the Graduate Division.</p>
<p>b. When a Postdoctoral Scholar additionally holds a University teaching appointment or other University position, the percent time of the Postdoctoral Scholar appointment normally will be reduced so that the sum of the percent times of the two appointments equals 100 percent.</p>	<p>b. The department/hiring unit shall inform the Graduate Division of any changes to a postdoctoral scholar’s appointment or reappointment percentage as a result of additional teaching appointment or other University position..</p>

390-21 Notice of Appointment

<p>APM 390</p> <p>a. A Postdoctoral Scholar shall be provided a written</p>	<p>UCR Procedures</p> <p>a. The hiring department or unit is required to notify</p>
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<p>notice of appointment, which shall include the mentor's name, begin and end dates of the appointment, salary/stipend amount, source of funding, and work eligibility requirements for U.S. citizens and non-citizens. A copy of APM - 390 and a summary of benefits, or corresponding website information, shall accompany the appointment notice. The Postdoctoral Scholar is required to accept the appointment in writing.</p>	<p>the postdoctoral scholar in writing of his or her appointment or reappointment (see Appendix B for a sample letter). The Postdoctoral Scholar shall indicate his/her acceptance of the appointment by signing and dating the appointment letter. A copy of the appointment or reappointment notification shall be forwarded to the College/School Dean's office and the Graduate Division.</p>
<p>b. Campuses may require additional information in appointment letters, such as whether the appointment is renewable and the conditions for renewal.</p>	<p>b. Postdoctoral Scholar appointments may be renewed based on availability of funding.</p>

390-25 Annual Reviews

APM 390	UCR Procedures
<p>a. In furtherance of fostering a Postdoctoral Scholar's career, the mentor shall conduct an annual review with the Postdoctoral Scholar. A written evaluation will be provided to the Postdoctoral Scholar upon request.</p>	<p>a. The faculty mentor is required to conduct an annual assessment of all Postdoctoral Scholars with appointment duration that is at least one year. Postdoctoral scholars with appointment duration less than one year is not required to undergo an annual assessment.</p>
<p>b. Campuses may require the following for such reviews: (1) An assessment of the Postdoctoral Scholar's progress to date, strengths, areas needing improvement, potential for a research career in the discipline, and a summary of expectations and activities for the following year; (2) That a written summary of the review shall be provided to and signed by the Postdoctoral Scholar; (3) That a review will be conducted whenever a salary increase is proposed; (4) That any written evaluation will be maintained by the Graduate Division or other central office.</p>	<p>b. An assessment of the Postdoctoral Scholar may include his or her progress to date, strengths, areas needing improvement, potential for a research career in the discipline, and a summary of expectations and activities for the following year, if applicable.</p> <p>An assessment along with a written justification are required to be submitted to the college Dean when a salary increase is proposed.</p>

390-27 Equal Opportunity, Nondiscrimination, and Diversity

- a. The University of California is committed to a university environment that provides equal opportunity and promotes a diversity of backgrounds, perspectives, and experiences among faculty, staff, Postdoctoral Scholars, and the student body.
- b. Campuses should strive to have an inclusive, supportive environment that provides postdoctoral training opportunities and maximizes and values the potential of all Postdoctoral Scholars.
- c. Campuses are encouraged to post postdoctoral positions in order to promote equal opportunity for all candidates.

390-40 Grievances *[in this section, the designated UCR officials are incorporated directly into the text of the policy(in bold) instead of utilizing the two-column parallel format].*

- a. A Postdoctoral Scholar may present a grievance according to the following procedures.

APM 390	UCR Procedures
b. Each Chancellor may establish and issue additional procedures to implement this section of the policy. Prior to planned issuance, such procedures should be submitted to the Provost and Senior Vice President Academic Affairs for approval.	b. no additional campus procedures

- c. **The Director of Student Affairs, Fellowships, and Employment** in the Graduate Division is the designated grievance liaison for Postdoctoral Scholars (hereinafter referred to as grievance liaison).
- d. A grievance is a complaint filed by a Postdoctoral Scholar that alleges one or both of the following:
 - (1) A specific act by the University was arbitrary or capricious and adversely affected the Postdoctoral Scholar’s then-existing appointment or training program. For the purposes of this policy, an act is not arbitrary or capricious if the decision-maker exercised reasoned judgment.
 - (2) A violation of applicable University rules, regulations, or policies which adversely affected the Postdoctoral Scholar’s then existing appointment or training program. A grievance alleging a violation of the Postdoctoral Scholar layoff policy (see APM - 390-45) or the Postdoctoral Scholar corrective action and dismissal policy (see APM - 390-50) shall be filed under APM - 390-40-d(2) only.
- e. **Mediation**
 The intent of this policy is to encourage voluntary resolution including mediation when it is desired by both parties.
- f. **Step I – Informal Grievance Resolution**
 - (1) Step I of the grievance process is the attempt at informal resolution. Postdoctoral Scholars are encouraged to discuss concerns and/or complaints with their mentors, other senior faculty members, department heads, or the ombudsperson, and to attempt informal resolution at an early stage. Attempts at informal resolution do not extend the time limits for filing a formal grievance unless a written extension is granted by the grievance liaison.
 - (2) If informal resolution is attempted but unsuccessful, a grievant may request that the grievance liaison assist in resolving the grievance. Where appropriate, the grievance liaison may work with the parties to reach an informal resolution.
 - (3) When a grievance alleges sexual harassment, the grievant may elect to substitute the campus Sexual Harassment Complaint Resolution Procedure as Step I. If a grievant selects this mechanism and the complaint is not resolved to the grievant’s satisfaction, he or she may file a Step II formal grievance in writing with the grievance liaison within fifteen (15) calendar days from the date the grievant is notified of the result of the pre-grievance complaint resolution process of the sexual

harassment procedure or within forty-five (45) calendar days from the date the grievant filed the sexual harassment complaint, whichever is earlier.

g. Step II – Formal Grievance Review

(1) If a grievance that is not resolved informally to the satisfaction of the grievant, the Postdoctoral Scholar may file a Step II formal grievance. A Step II grievance must be filed in writing with the grievance liaison within thirty (30) calendar days from the date on which the Postdoctoral Scholar knew, or could reasonably be expected to know, of the event or act which gave rise to the grievance, or within thirty (30) calendar days after the date of separation, whichever is earlier. Except by written mutual agreement of the parties, no additional issues shall be introduced after the Step II grievance has been filed. A written extension may be granted by the grievance liaison.

(2) The formal written grievance must:

(a) identify the specific act and/or violation that is being grieved;

(b) state either (i) the specific acts to be reviewed, the name of the person(s) alleged to have carried out the act(s), the date(s) the alleged act(s) occurred, and a description of how the act(s) were arbitrary or capricious; or (ii) the University rules, regulations or policies that the grievant believes have been violated, the name of the person(s) alleged to have done the violation(s), the date(s) the alleged violation(s) occurred, and a description of how the rules, regulations, or policies have been violated;

(c) specify how the Postdoctoral Scholar's then-existing appointment or training program was adversely affected; (d) specify the remedy requested.

(3) Upon receipt of a formal written grievance, the grievance liaison shall complete an initial review of the grievance and determine whether the grievance is complete, timely, within the jurisdiction of APM - 390-40, and contains sufficient facts that support the allegations made in the grievance. Within ten (10) calendar days of receipt of the grievance, the grievance liaison shall notify the grievant in writing of the acceptance of the grievance. If the grievance is not accepted, the reasons shall be specified as follows:

(a) If the grievance liaison determines that the grievance is incomplete or factually insufficient, the grievant will have ten (10) calendar days from the date of the written notice to provide information to make the grievance complete, including additional facts. If the grievant fails to make the grievance complete or provide sufficient facts, the grievance will be dismissed.

(b) If the grievance liaison determines that the grievance is untimely or outside the jurisdiction of APM - 390-40, the grievance will be dismissed.

(c) If the grievance raises multiple issues, the grievance liaison will make a determination described above with regard to each issue. The grievance liaison may accept some issues and dismiss others pursuant to this review process.

(d) If all or part of a grievance is dismissed at this stage, the grievance liaison will provide the grievant with a written explanation of the basis for the dismissal.

(4) When a formal written grievance is accepted, the grievance liaison shall forward the grievance and any supportive materials to the Step II reviewer for review and written decision, and notify the Step II reviewer and the grievant of the date the Step II response is due. Generally, the Step II reviewer will be the department or unit head. However, if the department or unit head took the action which is being grieved, the grievance liaison may exercise discretion and designate another administrator as the Step II reviewer, and so notify the department or unit head and the grievant.

(5) If a Step II grievance raises allegations of discrimination, harassment, or retaliation in violation of APM - 035, the grievance liaison shall forward a copy of the grievance to the appropriate campus compliance office for review. The results of any related grievances or investigations shall be provided to the grievance liaison. At the discretion of the grievance liaison, information regarding related grievances or investigations may be forwarded to the Step II reviewer for consideration in making a Step II decision.

(6) The Step II reviewer shall review the grievance and, if appropriate, shall investigate and/or meet with the parties. Within thirty (30) calendar days from the date of receipt of the grievance, the Step II reviewer shall send a written response to the grievant and the grievance liaison. The response will state whether the grievance is denied or upheld in whole or in part. If the grievance is denied in whole or in part, the response will state that the Postdoctoral Scholar has the right to appeal the decision to Step III of the grievance procedure; if the grievance is upheld, the response will describe the remedy, if any, being awarded.

h. Step III – Formal Grievance Appeal

(1) A formal grievance not resolved to the satisfaction of the Postdoctoral Scholar at Step II may be appealed in writing to Step III with the grievance liaison within fifteen (15) calendar days from the date on which the Step II response is issued. The Step III formal grievance appeal must set forth the unresolved issue(s) and the remedy requested. Except by written mutual agreement of the parties, no issues shall be introduced in the appeal that were not included in the original grievance.

(2) All formal grievance appeals will be subject to Step III administrative consideration. Within seven (7) calendar days from receipt of a formal grievance appeal, the grievance liaison shall forward the appeal, the Step II formal grievance, and the Step II response to the Graduate Division Dean for review and written decision.

(3) In reviewing the grievance appeal, the Graduate Division Dean may consult with the Graduate Council, other appropriate Academic Senate or administrative committees, or appropriate individuals.

(4) Based on the record, the Graduate Division Dean shall determine whether the Step II formal grievance was properly reviewed and whether the decision made at Step II shall be upheld, rejected, or modified.

(5) The Graduate Division Dean shall provide a final written decision to the Postdoctoral Scholar within thirty (30) calendar days following receipt of the formal grievance appeal. The written decision shall include a statement of the reasons if the decision of the Step II review is rejected or modified in whole or in part, including any remedy in whole or in part, and a statement that the decision is final.

- i. A Postdoctoral Scholar may represent himself or herself or may be represented by another person at any stage of the grievance process. The University shall be represented as the Graduate Division Dean deems appropriate.
- j. Prior to expiration of a time limit, extensions may be granted by the grievance liaison upon written request by either party. If the Postdoctoral Scholar fails to meet a deadline, the grievance will be considered resolved on the basis of the last University response. If a University official fails to meet a deadline, the Postdoctoral Scholar may move the grievance to the next step in the process. Time limits which expire on days which are not business days at the location where the grievance is filed shall be automatically extended to the next University business day.
- k. The Postdoctoral Scholar and the Postdoctoral Scholar's representative, if employed by the University, shall be granted time off with pay to attend meetings convened by the University to consider grievances under APM - 390-40. Time spent by the Postdoctoral Scholar and the Postdoctoral Scholar's representative in investigation and preparation of a grievance shall not be on pay status.

- l. If the grievance is sustained in whole or in part, the remedy shall not exceed restoring to the Postdoctoral Scholar the pay, benefits, or rights lost either as a result of the violation of University rules, regulations, or policies, or as a result of an arbitrary or capricious action, less any income earned from any other employment. Payment of attorney’s fees shall not be part of the remedy. Unless specifically authorized by the grievance liaison, compensation shall not be paid for any period that is the result of extension(s) of time requested by or on behalf of the Postdoctoral Scholar.
- m. The following may be consolidated in one review: grievances of two or more Postdoctoral Scholars, where the grievances are related and consolidation is appropriate under the circumstances; two or more grievances filed by the same grievant which are based on the same incident, issues, or act; or two or more grievances filed by the same grievant which are based on the same pattern of conduct. The grievance liaison shall decide whether a consolidation is appropriate.
- n. APM - 140 (Non-Senate Academic Appointees/Grievances) does not apply to individuals appointed in a Postdoctoral Scholar title.

390-45 Layoff

- a. Layoff is defined as the termination by the University of a Postdoctoral Scholar appointment prior to the end date as a result of appropriate funding becoming unavailable.
- b. In the event of layoff, the department, unit head, or other University official shall provide notification in writing to the Postdoctoral Scholar not less than thirty (30) calendar days in advance of the effective date of the early termination. Appropriate pay in lieu of notice may be given.
- c. A Postdoctoral Scholar who is subject to layoff may request that the head of the hiring department/unit or private investigator supply a written summary concerning the unavailability of appropriate funding that is the reason for the layoff.
- d. Layoff decisions may be appealed in accordance with APM - 390-40, the Postdoctoral Scholar grievance policy.
- e. APM - 145 (Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time) does not apply to individuals appointed in a Postdoctoral Scholar title.

390-50 Corrective Action and Dismissal

- a. The University may impose corrective action or dismissal when, in its reasoned judgment, the Postdoctoral Scholar’s performance or conduct merits the action.

APM 390	UCR Procedures
b. Each Chancellor may establish and issue additional procedures for instituting corrective action and dismissal of Postdoctoral Scholars in accord with the standards and procedures set forth in APM 390-50.	b. no additional campus procedures

- c. Corrective action is the institution of one of the following:
 - (1) Written warning, which is a communication that informs the Postdoctoral Scholar of the nature of the inadequate performance or misconduct; requirements for continuation in the training program; and the probable consequence of continued inadequate performance or misconduct.
 - (2) Suspension, which is debarment from the training program without pay for a stated period of time. Unless otherwise noted, the terms of a suspension will include loss of normal Postdoctoral Scholar privileges, such as access to University property and parking and library privileges.
 - (3) Reduction in salary or stipend for a stated period of time. The amount and duration of the reduced salary or stipend shall be specified.

- (4) Other action consistent with requirements of extramural fellowship agencies.
- d. Dismissal is the termination of a Postdoctoral Scholar's appointment initiated by the University, prior to the appointment end date, when, in the reasoned judgment of the University, the Postdoctoral Scholar's conduct or performance does not justify continuation.
 - e. Prior to the institution of formal corrective action or dismissal, informal efforts to resolve the problem should be made, where appropriate.
 - f. A Postdoctoral Scholar may be placed on immediate investigatory leave with pay, without prior written notice, for the purpose of reviewing or investigating conduct which in the judgment of the Graduate Division Dean requires removing the Postdoctoral Scholar from University premises. While on such leave, the Postdoctoral Scholar's return to University premises without written permission may create independent grounds for dismissal. Such investigatory leave shall be confirmed in writing after it is instituted.
 - g. Before initiating the actions of suspension without pay, reduction in salary or stipend, dismissal, or other actions consistent with the requirements of extramural fellowship agencies, the University shall provide a written Notice of Intent to the Postdoctoral Scholar. The Notice shall state:
 - (1) the intended action and the proposed effective date;
 - (2) the reason(s) for the action, including a description of the inadequate performance or misconduct and any warnings that have been given;
 - (3) the Postdoctoral Scholar's right to respond either orally or in writing within fourteen (14) calendar days of the date of issuance of the written Notice of Intent;
 - (4) the name of the person to whom the appointee should respond. No Notice of Intent is required for a written warning.
 - h. A Postdoctoral Scholar who receives a written Notice of Intent shall be entitled to respond, either orally or in writing, within fourteen (14) calendar days of the date of issuance of the Notice of Intent. The response, if any, shall be reviewed by the administration.
 - i. If the University determines to institute the corrective action or dismissal following the review of a timely response, if any, from the Postdoctoral Scholar, the University shall issue, within thirty (30) calendar days of the issuance of the written Notice of Intent, a written Notice of Action to the Postdoctoral Scholar of the corrective action or dismissal and its effective date. The Notice of Action also shall notify the Postdoctoral Scholar of the right to grieve the action under APM - 390-40, the Postdoctoral Scholar grievance policy. The Notice of Action may not include an action more severe than that described in the Notice of Intent. A copy of the Notice of Action shall also be placed in the Postdoctoral Scholar's personnel file.
 - j. A Postdoctoral Scholar may represent himself or herself or may be represented by another person at any stage of the corrective action or dismissal process.
 - k. Upon written request and prior to expiration of any time limits stated in APM - 390-50, the Graduate Division Dean may grant extensions, as appropriate.
 - l. APM - 150 (Non-Senate Academic Appointees/Corrective Action and Dismissal) does not apply to individuals appointed in a Postdoctoral Scholar title.

390-60 Sick Leave (projected to be effective January 1, 2004 or soon thereafter)

- a. "Postdoctoral Scholars – Employee" are eligible for paid sick leave of up to twelve days per twelve-month appointment period. Unless the extramural funding agency has different sick-leave requirements, "Postdoctoral Scholars – Fellow" and "Postdoctoral Scholars – Paid Direct" are also eligible for paid sick leave of up to twelve days per twelve-month appointment period. Postdoctoral Scholars with appointments of less than twelve months are eligible for sick leave in proportion to the

appointment period; for example, a Postdoctoral Scholar with a six-month appointment is eligible for up to six days of sick leave.

- b. For “Postdoctoral Scholars – Employee,” unused sick leave shall be carried forward to subsequent Postdoctoral Scholar appointments. Unless the extramural funding agency has different requirements, the unused sick leave of “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” shall be carried forward to subsequent Postdoctoral Scholar appointments.
- c. Sick leave shall be used in keeping with normally approved purposes, including personal illness; medical appointments; childbearing (see APM - 715 and 760); disability; and medical appointments of, illness of, or bereavement for a Postdoctoral Scholar’s child, parent, spouse, domestic partner, sibling, grandparent or grandchild.
- d. Sick leave shall be recorded in one-day increments when it is used.
- e. APM - 710 (Leaves of Absence/Sick Leave) does not apply to individuals appointed in a Postdoctoral Scholar title.

390-61 Time Off (projected to be effective January 1, 2004 or soon thereafter)

Postdoctoral Scholars do not accrue vacation. “Postdoctoral Scholars – Employee” are expected to take time off each academic year in the intersession and recess periods (which constitutes about four weeks, excluding University holidays) between the beginning of Fall Term and the end of Spring Term. If, however, the Postdoctoral Scholar’s training and research program involves work during these periods, it is expected that the mentor will approve equivalent time off at another mutually agreeable time. Unless the extramural funding agency contains provisions to the contrary, “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” are eligible to take time off under these same conditions. Postdoctoral Scholars will remain on pay status during intersession and recess periods or their alternatives.

390-62 Childbearing, Parental, and Family and Medical Leave

- a. Postdoctoral Scholars are eligible for childbearing leave, parental leave, and active service-modified duties as provided in APM - 760 and for family and medical leave as provided in APM - 715.

APM 390	UCR Procedures
b. Campuses may provide additional benefits that supplement or enhance the benefits specified in APM 760 or APM 715.	b. no additional campus procedures

- c. Childbearing, parental, and family and medical leave policies for “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” are subject to the requirements of the Postdoctoral Scholar’s extramural funding agency.

390-63 Holidays

Official holidays for Postdoctoral Scholars are those administrative holidays published in the University Calendar.

390-64 Military Leave

Military leave for Postdoctoral Scholars is governed by APM - 751 (Leaves of Absence/Military Leave).

390-65 Jury Leave

A Postdoctoral Scholar shall be eligible for a jury duty leave. Verification of service on jury duty shall be provided by the Postdoctoral Scholar to the University upon request. Pay for jury duty will not continue beyond the end date of the Postdoctoral Scholar’s appointment.

390-75 University of California Retirement Plan Membership

“Postdoctoral Scholars – Employee” contribute to the University of California Defined Contribution Plan as Safe Harbor participants and are not eligible for the University of California Retirement Plan. “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” are not eligible for either plan.

390-76 Benefit Plans

All Postdoctoral Scholars are eligible for designated health-care and other benefit plans.