Administrative Guidelines Concerning Postdoctoral Scholars

The Postdoc Office, located in the Graduate College, has prepared this best practices outline of information and recommendations for the life cycle of the Postdoctoral Scholar appointment. Departmental administrators and support staff are instrumental in a successful transition of new Postdoctoral Scholars to ISU as well as in providing them with necessary and effective assistance during their time at ISU.

**Contacts**
Postdoc Officer - 80% appointment, office hours from Monday – Thursday: Annie Hawkins, anniehwk@iastate.edu, 515-294-0419 or Financial Officer - Ann Guddall: aguddall@iastate.edu, 515-294-7811.

**Postdoc vs. Predoc**
A Predoctoral Associate appointment follows the exact same hiring process, salary scale and benefits as a Postdoctoral appointment. The difference between the two appointment types is the Predoc is still in the process of completing the doctorate degree (or equivalent). A Predoctoral Associate must have completed the oral and written preliminary examinations and must be registered for a minimum of one graduate credit each semester. Upon completion of degree the position can be transferred to the Postdoc level.

**Hiring Info**
You will need the following information: 1. LOI - Use the newest form (March ‘16). 2. New P-docs only: The new postdoc info sheet is to be completed after the LOI is signed. 3. New P-docs only: Proof of degree for new postdocs (non ISU PhD). See Postdoc Policy website for more details and forms.

**Please note** – Stipend Levels: When the individual has obtained a PhD that is one year or older the Graduate College assumes that one does have other relevant postdoc/professional experience (as defined by NIH – on the postdoc policy website). If this is not the case, then the PI will need to provide justification for the lower amount.

**EPA Cutoff Dates**
The following items are needed by the Cutoff Dates in order for a pay check to be processed in time for that month: 1. EPA’s must arrive at the Graduate College approval queue by 5:00 PM. 2. LOI’s and supporting documents (when applicable) must be sent to the Postdoc Office by 5:00 PM. The LOI and supporting documents may be sent via email and originals via campus mail.

Friday Deadlines - Please turn in items the Thursday before when the deadline falls on a Friday. The Postdoc Officer position is an 80% appointment time with office hours Monday – Thursday.

**Pre-Arrival**
Postdoctoral Scholar Pre-Arrival Info Sheet

**Post-Arrival**
Please share the Pre-Arrival Info Sheet and Welcome Resource Packet.

Please refer International Postdocs to check-in with the International Students and Scholars Office.

Set-up Communication Contact – Share departmental and university resources to help with transition to ISU.

Orientation – Is held by the Postdoc Office once each summer and semester. Invites are sent via email.

**Departure Process**
Notice of Resignation or Non-Renewal – Please start the resignation EPA as early as possible prior to the appointment end date.

Please share with the postdoc: the Departure List, the invitation to take the Postdoc Exit Survey (listed at the bottom of the policies page), and provide guidance in departmental check-out process (returning keys, etc.).

**Reference / Info**
PI Resources Website

Postdoc Resources Website

Postdoc Policies Website

Graduate College Handbook – 2015-16 Updates: Postdoc Definition, Appointment, Dismissal and Grievance.