PI 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.

Preparing
OSPA – There is a new auto pop-up window in the grant spreadsheet template to plan for updated/minimum stipends, raises, and conference travel. Also available, the fringe benefits website for postdocs.

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.

Mentoring Resources sheet and Grant Mentoring template Link

Recruiting Postdocs
Interviewing and Onboarding Items, Prospective Postdoctoral Scholar Information Sheet – ISU Perks and Ames Info

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.

Pre-Arrival
Please share Postdoctoral Scholar Pre-Arrival Info Sheet

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

Orientation is held by the Postdoc Office once each summer and semester. Postdocs are invited via email.

Expectations and Evaluations
Graduate College guidelines are found on the Postdoc Policies website.

Mentoring Resources sheet

Re-Appointment
If a Postdoc will be reappointed after the initial appointment, please be sure to initiate the LOI and EPA in a timely manner to ensure no payroll delays.

Bridge Funding
Two types: Arrival of New Child – Benefits Website and Funding Program – Senior V-Pres and Provost Office

Departure Process
Non-renewal - In the event that a postdoc appointment will not be renewed, it is recommended as a professional courtesy to provide as much notice as possible prior to the end the appointment. This time period should allow the postdoc to successfully complete or transition any ongoing projects and also to allow them time for future plans and accommodations. At least a 60-day notice is highly recommended; more time is recommend for international postdocs to provide sufficient time for making visa arrangements.

Non-renewal or Resignation - Please notify the department administrative staff immediately to start the resignation process (EPA). More resignation guidelines found in the Postdoc Policies website.

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.

Reference / Info
PI Resources Website Postdoc Resources Website

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

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.