Office of Academic Affairs

Postdoc Appointment and Reappointment

June 2023
School of Medicine Academic Affairs

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Academic Affairs Dean’s Level Review Analyst (Non-Faculty)

Academic Affairs Dean’s Level Review Analyst
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Academic Affairs Dean’s Level Review Analyst
Academic Affairs Policy and Project Lead Analyst
Academic Affairs Policy and Project Analyst
Resources

  - Forms and Checklists
  - Salary Scales
  - Layoff / RIT
  - FAQ’s

- **NEW** Postdoc Contract (eff. 12/9/22 – 9/30/27)
  [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html)
Postdoc Titles

- (3252) Postdoc Employee – Paid by UC Irvine payroll; funds may come from PI’s own grants, but paycheck is derived from UC Irvine Payroll

- (3253) Postdoc Fellow – Paid by UC Irvine payroll, but appointments are funded by training fellowships and grants. File must include agency fund letter.

- (3254) Postdoc Paid-Direct – Comes with his/her own funds, paid directly by an extramural agency; payment not processed through the UC Payroll System.
  - **Unit must supplement pay that is below the minimum thresholds.** Must include agency letter (English translation & currency conversion to USD, if applicable)

- (3255) Postdoc Employee NEX – Not a commonly used title, contact Dean’s Analyst for more info

- (3256) Postdoc Interim – Permitted for UC graduates only; contact Dean’s Analyst for more info
Postdoc Salary Scales

New Scale as of 4/1/23

Range Adjustments Annually on 10/1
Salary Scale Reminders

- Up-to-date salary scales are here.

- For planning purposes, email Anna Avila in Academic Personnel to obtain Postdoc Experience Range Calculator.

Initial appointments are to the Level which corresponds to the months of previous postdoctoral experience.

Under the new contract, postdocs ‘level-up’ to the next level on either 4/1 or 10/1 of each year, depending on their hire date.

**NEW:** Salary Scale is range-adjusted each year on 10/1, for the life of the contract.
NEW: Anniversary Dates and Scale Range Updates

- NEW – no more level up on ‘Anniversary Date’; instead, postdoc ‘levels up’ on either 4/1 or 10/1 depending on Initial Hire Date

- NEW – Pay Range is updated annually on 10/1

- NEW – No need to use 4/1 or 10/1 dates to show the ‘level-up’ or range increase on the PX-1 form – only show appointment/reappointment start and end dates. Initial appointment is 2 years, then reappoint annually thereafter

- Please ensure Initial Hire Date and any end dates are correct on form and in UC Path; if Postdoc begins work later than proposed Initial Hire date, we require a Revision form, with postdoc signature
IMPORTANT: The year of Anniversary Date must continue to be updated annually in UCPath to reset PTO accrual and to reallocate sick leave.

Updates to the anniversary date must happen before the anniversary date is reached in order for the PTO and sick leave to be updated correctly in UCPath.

**Where the contract refers to “initial appointment” or “initial hire” for experience-level increases, that info is pulled from the Postdocs “anniversary date” in UCPath.**

**“Initial hire date” is date of first PX appointment, of any type, at any UC Campus**
NEW CONTRACT – Level up on 4/1 or 10/1

<table>
<thead>
<tr>
<th>Initial Hire Date</th>
<th>Level Up</th>
</tr>
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<tbody>
<tr>
<td>10/1 to 4/1</td>
<td>10/1</td>
</tr>
<tr>
<td>4/2 to 9/30</td>
<td>4/1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month of Hire</th>
<th>When Experience Level Increases Occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>October</td>
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<tr>
<td>February</td>
<td>October</td>
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<tr>
<td>March</td>
<td>October</td>
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<tr>
<td>April</td>
<td>October – if hired on April 1</td>
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<tr>
<td></td>
<td>April – if hired April 2 - 30</td>
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<tr>
<td>May</td>
<td>April</td>
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<td>June</td>
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<td>September</td>
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<td>October</td>
<td>October</td>
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<tr>
<td>November</td>
<td>October</td>
</tr>
<tr>
<td>December</td>
<td>October</td>
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</tbody>
</table>
NEW: Signature Required on PX-1 Form

Via Email: 6/16/23

Old Process
1. Department Analyst gathers the PX form and any other required documents for the file and forwards a complete and accurate file to the Dean’s Analyst
2. Dean’s Analyst reviews, works with the department to obtain clarification, and/or any updates to file as needed
3. Dean’s Analyst submits file for review/signature by final authority, and returns file to department
4. Department Analyst obtains the postdoc’s signature and initials on forms, provides a copy to the postdoc and retains a copy of the signed forms and complete file at the department level

New Process
1. Department Analyst gathers the PX form and any other required documents for the file and forwards a complete and accurate file to the Dean’s Analyst
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4. Department Analyst obtains the postdoc’s signature and initials on forms, provides a copy to the postdoc and retains a copy of the signed forms and the complete file at the department level
5. NEW: Department Analyst Emails the entire file back to the Dean’s Analyst, making sure to include the signed/initialed PX-1 forms and all required forms per the checklist
6. NEW: (Revision/Extensions only): Department Analyst Emails the entire file back to the Dean’s Analyst. Note: for these types of files only, page 2 and 3 of the form are not required (and they do not populate when ‘Revision/Extension’ is checked on page 1 of the form)
Appointment Files
Appointment File Tips

1. Visit AP’s postdoc page; review checklist

2. ALWAYS download a PX-1 form from the site and fill it out completely and accurately
   - Do not leave the 'months of prior service' blank; if no prior months of service, enter ‘0’

3. Review the CV
   - Does the appointee list month/year of prior experience? If not, please have them revise the CV to show month/year so you can accurately count months of prior service (if any)
   - Any unclear or incomplete information? Ask the appointee to clarify and have them update CV if necessary
     - Clarify experience ex: ‘Research Assistant’: was this a postdoctoral position (formal training program with a mentor)? Or was this other research conducted after obtaining PhD?
     - Dates ‘to present’ – are they still currently at that position? Has that position ended or will it end prior to starting the appointment at UCI?
4) Review the PX-1 form for accuracy and completeness
   ■ e.g. look at the ‘green bar’ for helpful tips
   ■ Does the file require an agency award letter? Does the file include the correct minimum appointment period? Does total postdoctoral appointment experience (at UCI and elsewhere) exceed 60 months?
   ■ If Postdoc–Fellow or -Paid-Direct: does appointment period match the length of funding?
   ■ SPLIT TITLES - Review to ensure %’s make sense (must not exceed 100%)

5) Review Checklist again prior to sending the file to the analyst to ensure that you include all the required paperwork and documents
How to Count Months of Prior Service

1. Review CV

2. Look for Prior Postdoc Appointments: Postdoctoral Fellow, Research Fellow, etc.
   a) If any doubt, confirm with the appointee and/consult with Dean’s Analyst

3. Count all full and partial months of service
   a) If experience starts/ends mid-month, count as one full month
   b) E.g. 1/2022-6/2022 = 6 months
   c) If they had a postdoc appt at another institution start/end on these dates, and start with UCI in mid-June 2022, count July as start of next month
      1) E.g. 1/2022-6/2022 = 6 months, an appointment starting on 6/30/22 at UCI through 5/31/23 = 12 additional months for 18 months total
Q: What happens when the Department hires a Postdoc Fellow or Postdoc Paid Direct and the pay obtained from the institution is less than the scale rate?

A: The Department must provide a supplement to the Postdoc’s pay, using the ‘3252-Postdoc Employee’ title.

Total pay rate must meet at least the scale minimum rate of pay.

Department can choose to pay above the minimum rate.

Any subsequent level/pay increase MUST include at least a 3% pay increase, or the minimum of next level, whichever is greater.
Appointments: Recent or Pending Postdoc Degree Conferral

If degree is recently conferred: Must show proof of degree completion prior to hire date

Acceptable documents: a copy of degree or letter from granting institution, with PhD conferral date

If the candidate does not have one of these we have other options:

- **UCI Postdoc graduates**
  - Contact Andrea Bannigan in Grad Division to obtain Degree Certification Letter
    - Lists ‘individual graduation date’ and is used for employment purposes – can be employed a day after the listed date
    - Each Quarter there is a ‘Degree Conferral Date’
    - Degree Certification Letter and Degree Conferral Date with individual graduate date can be used for employment

- **Graduates from other Institutions**
  - Obtain confirmation of PhD Degree – either a copy of degree OR a letter from the granting institution
  - Letter with PhD Conferral Date is acceptable
  - Grad Division or equivalent office can write a letter confirming either the date that the archives accepts dissertation paperwork, OR date that their office accepts final degree paperwork OR individual graduation date, then these dates could be used for postdoc appointment start date
In this example, assume that the Paid Direct funding is a full 2 years (4/10/23 to 4/9/25), and the Visa end date is 3/31/25.

Notice: The initial appointment term should not be limited by the Visa. Initial Appt must be for 2 years.

% time is not a decimal; it's a full % with 2 figures after the decimal (e.g., 76.93%; not .7693).

In this example, department is paying more than the minimum rate for L0.

% time matches proportion of funding from each source (Paid Direct and Employee).

**How did I get these #’s?**

Agency $ pay rate (divided by) UCI $ pay rate = $50,000/$60,000 = 83.33% assigned to Agency Rate = 76.93%

100% (minus) Agency % = % to assign to the UCI rate (100% - 76.93% = 23.07).
Once the top portion of the form is complete, send to Dean's Office.

When signed by Associate Dean, complete the 'Return by' date, then provide to Postdoc.

Make sure that Postdoc returns signs page 1, and initials page 2 and 3, then return to Dean’s office ASAP.
Q: When is an Extension needed?

A: If start date is delayed or if visa end dates are applicable, short extension is required to bridge the gap from initial end date/visa end date → new 2-year end date.

EXAMPLE:

- Initial Appointment file is approved with dates: 6/14/23 – 6/13/25 (2 years); Visa End Date is 6/13/25
- Postdoc arrives on 7/14/23: Submit a PX-1 Revision form to revise start date to 7/14/23. New Initial Hire date will be 7/14/23; Appointment end date is now 7/13/25
- Visa end date is 6/13/25
Reappointment Files
1) Visit AP's postdoc page; review checklist

2) **ALWAYS** download a new PX-1 form from the site and fill it out completely and accurately
   - *Do not leave the ‘months of prior service’ blank.* Use the initial appointment file, add the months of service since that date

3) **ALWAYS** refer to the personnel file and UCPath to research Initial Hire date, appointment terms, experience level and salary to ensure you include accurate information in the reappointment file

4) Review the CV: make sure it is current and includes UC Irvine experience; if CV is outdated or inaccurate, ask the Postdoc to provide a new one

Review the file thoroughly & accurately; pay attention to:

- Prior Months Count
- Initial Hire Date
- Current/Proposed Appointment (top and middle of page)
- **Current appointment must match what was previously approved/in UCPath**
- Reappointment Terms of Service (*lack of funding no longer a valid reason for less than 1-year reappointment – refer to layoff process*)
For Planning Purposes: Future Range Adjustments

<table>
<thead>
<tr>
<th>Salary Plan</th>
<th>Salary Grade</th>
<th>Salary Grade Descr</th>
<th>Effective 4/1/2023</th>
<th>Effective 10/1/2023</th>
<th>Effective 10/1/2024</th>
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</table>
Reappointment: When Salary is Above Minimum

- Once postdoc is appointed at or above the appropriate experience rate, future appointments must be to at least the appropriate experience-based salary/stipend rate.

- If a Postdoc’s salary/stipend is above the appropriate experience level on reappointment the Postdoc shall receive an increase to at least the minimum next experience level or at least a three percent (3%) increase, whichever is greater.

**EXAMPLE**

- Initial appointment at L0, from 6/1/23-5/31/25
- Dept pays above scale rate at $65,000 (scale rate for L0 is $60,000)

On 10/1/23 the salary range rate for L0 is adjusted to $64,480; postdoc’s rate stays the same
On 4/1/24 the postdoc ‘levels-up’ to L1; minimum pay required per scale is $66,868
On 4/1/24 level-up date, the postdoc’s current pay rate ($65,000) plus 3% = $66,414.

The department must pay the scale rate, since it is greater
SPECIAL SITUATIONS
Special Situations – Appts past 60 mos

- Postdocs appointed beyond 60 months: granted by limited exception only from the Vice Provost

- Required materials:
  - Reappointment File
  - Memo (signed by PI and Chair) – Include justification for going beyond 60 months, # of total months, and time period for the extension.
NEW: Release provision for Postdoc Employees (3252) at the one-year mark of their initial appointment: **Release is at the University’s sole discretion and it can be for any reason, EXCEPT an unlawful reason. Released postdoc may obtain future UC Employment**

Release should not be a substitute for layoff – if funding has run out, follow Article 11 – Layoff

Postdoc Layoff, Corrective Action or Dismissals – review [Postdoc page](#), contract, and then consult with your SOM Dean’s analyst
Questions??