Office of Academic Affairs

Postdoc Appointment and Reappointment

February 2024
# School of Medicine Academic Affairs

Geoffrey Abbott, PhD  Senior Associate Dean, Academic Personnel  
Mohammad Helmy, MD  Associate Dean for Academic Affairs/Non-Senate  
Kyoko Yokomori, PhD  Associate Dean for Academic Affairs/Senate  
Jami Holland  Director, Academic Affairs  
Thuy Vu  Assistant Director, Academic Affairs  
Maral Dakessian  Training Manager  
TJ Kennedy  Compensation Plan Manager  
Jaylee Mai  Academic Affairs Dean’s Level Review Analyst (Non-Faculty)  
Sonha Castelli  Academic Affairs Dean’s Level Review Analyst (Non-Faculty)  
Elizabeth Jurado  Academic Affairs Dean’s Level Review Analyst  
Mirella Ruano  Academic Affairs Dean’s Level Review Analyst  
Chanthou Sung  Academic Affairs Dean’s Level Review Analyst  
April Heath  Academic Affairs Dean’s Level Review Analyst  
Tracee Davis  Academic Affairs Dean’s Level Review 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
Postdoc Titles

(3252) Postdoc Employee – Paid via UC Irvine payroll; funds may come from PI’s own grants

(3253) Postdoc Fellow – Paid via UC Irvine payroll, funded by training fellowships and grants.
- Unit must supplement pay that is below the minimum thresholds.
- Must include agency 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

**Scale eff. as of 10/1/23**

**Range Adjustments**

**Annually on 10/1**

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**POSTDOCTORAL SCHOLAR-EMPLOYEE**  
**POSTDOCTORAL SCHOLAR-FELLOW**  
**POSTDOCTORAL SCHOLAR-PAID DIRECT**  
**INTERIM POSTDOCTORAL SCHOLAR-EMPLOYEE**  
*Salary Admin Plan: T023 or T23N*

**Postdoctoral Scholar Experienced-Based Salary/Stipend Minimum**  
**Fiscal Year**

<table>
<thead>
<tr>
<th>Appointment Step for Postdoctoral Scholar Experience Level</th>
<th>Minimum Salary/Stipend Rates Paid for Experience Level</th>
<th>Minimum Salary/Stipend Rates Paid for Experience Level</th>
<th>Minimum Salary/Stipend Rates Paid for Experience Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 (0 – 11 months): Grade L0</td>
<td>Annual: $55,682  Monthly: $4,636.00  Hourly: $26.65</td>
<td>Annual: $60,000  Monthly: $5,000.00  Hourly: $28.74</td>
<td></td>
</tr>
<tr>
<td>Level 1 (12 – 23 months): Grade L1</td>
<td>Annual: $57,852  Monthly: $4,621.00  Hourly: $27.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2 (24 – 35 months): Grade L2</td>
<td>Annual: $59,784  Monthly: $4,982.00  Hourly: $28.64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3 (36 – 47 months): Grade L3</td>
<td>Annual: $61,992  Monthly: $5,166.00  Hourly: $29.69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4 (48 – 59 months): Grade L4</td>
<td>Annual: $64,296  Monthly: $5,358.00  Hourly: $30.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 5 (60 – 71 months): Grade L5</td>
<td>Annual: $66,600  Monthly: $5,550.00  Hourly: $31.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Non-exempt*

**NOTES:**
1) Salary Plan, Grade is for use in UCPath only.
2) Rates listed above are minimum rates paid for Experience Level.
3) Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.

*Updated September 2023*
Salary Scale Reminders

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

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

- Salary Scale is range adjusted each year on 10/1, for the life of the contract.

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

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

**“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>
</thead>
<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>
</tr>
<tr>
<td>February</td>
<td>October</td>
</tr>
<tr>
<td>March</td>
<td>October</td>
</tr>
<tr>
<td>April</td>
<td>October – if hired on April 1</td>
</tr>
<tr>
<td></td>
<td>April – if hired April 2- 30</td>
</tr>
<tr>
<td>May</td>
<td>April</td>
</tr>
<tr>
<td>June</td>
<td>April</td>
</tr>
<tr>
<td>July</td>
<td>April</td>
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<tr>
<td>August</td>
<td>April</td>
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<tr>
<td>September</td>
<td>April</td>
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<tr>
<td>October</td>
<td>October</td>
</tr>
<tr>
<td>November</td>
<td>October</td>
</tr>
<tr>
<td>December</td>
<td>October</td>
</tr>
</tbody>
</table>
Signature Required on PX-1 Form

Via Email: 6/16/23

**Postdoc File Process Flow**

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 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) 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?

(3) 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’
4) Review the PX-1 form for accuracy and completeness
   ■ 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?
   ■ Initial appointment must be for 2 years – no exceptions! (not limited by Visa)
   ■ 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

- Review CV
- Look for Prior Postdoc Appointments: Postdoctoral Fellow, Research Fellow, etc.
- Count all full and partial months of service
  - If experience starts/ends mid-month, count as one full month
  - E.g. 1/2022-6/2022 = 6 months
  - 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
    - 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
    - If any questions/doubt, confirm with the appointee and consult with Dean’s Analyst
Appointments: Split Titles and Supplemental Pay

**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, however, any subsequent level/pay increase MUST include at least a 3% pay increase, or the minimum of next level, whichever is greater.*
Postdocs must show proof of degree completion prior to being hired if postdoctoral degree is recently conferred.

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. The Paid Direct Funding is less than the minimum on the UCI Scale and the department wants to pay more than the minimum scale rate.

Note: (1) The appointment length is not limited by the Visa (2) % time is not a decimal, it’s a full % with 2 figures after the decimal (e.g. 76.93%; not .7693) (3) % 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/$65,000 = % assigned to Agency Rate = 76.93%

100% (minus) Agency % = % to assign to the UCI rate
(100%-76.93%= 23.07)

![Postdoctoral Scholar Appointment Form (UCI-AP-PX1)](image)
SAMPLE – Cont’d PX-1 with Split Title

Once the top portion of the form is complete, send to Dean’s Office.

Dean’s office will review and forward to the Assoc. Dean for signature. Once signed and returned to department, analyst must complete the ‘Return by’ date, then provide the form to the Postdoc for signature.

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 initial appointment was 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 Hire approved 6/14/23 – 6/13/25 (2 years); Visa End Date is 6/13/25
- Postdoc arrived for late start on 7/14/23; First, submit a revision to revise start date to 7/14/23. New Initial Hire date will be 7/14/23; Visa end date stays the same: appointment end date remains 6/13/25
- THEN: if/when Visa is later extended, file a PX-1 Extension to extend appt to 2 years
  - e.g. 7/14/23-6/13/25 (*Visa), then Visa is approved to 6/13/26: file an extension to 7/13/25 (original 2 year end date)
Reappointment Files
Reappointment File Tips

1) Visit AP’s postdoc page; review checklist

2) Review the personnel file to research Initial Hire date, appointment terms, experience level and salary to ensure you include accurate information in the reappointment file
   - Check against UCPath record to ensure start/end dates accurately reflect the initial appointment and forms being submitted.

3) Review the CV: make sure it is current and includes UC Irvine experience; do not accept an old/outdated CV

4) Download a 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, and include that # on the form

Complete forms thoroughly & accurately including:
- 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)
<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>
<th>Effective 10/1/2025</th>
<th>Effective 10/1/2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>T023</td>
<td>L0</td>
<td>Post Doctoral Level 0</td>
<td>$60,000</td>
<td>$64,480</td>
<td>$66,737</td>
<td>$69,073</td>
<td>$71,491</td>
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<tr>
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<td>L1</td>
<td>Post Doctoral Level 1</td>
<td>$62,220</td>
<td>$66,868</td>
<td>$69,209</td>
<td>$71,632</td>
<td>$74,140</td>
</tr>
<tr>
<td>T023</td>
<td>L2</td>
<td>Post Doctoral Level 2</td>
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<td>$69,342</td>
<td>$71,769</td>
<td>$74,281</td>
<td>$76,881</td>
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<tr>
<td>T023</td>
<td>L3</td>
<td>Post Doctoral Level 3</td>
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<td>$71,908</td>
<td>$74,425</td>
<td>$77,030</td>
<td>$79,727</td>
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<tr>
<td>T023</td>
<td>L4</td>
<td>Post Doctoral Level 4</td>
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<td>$74,569</td>
<td>$77,179</td>
<td>$79,881</td>
<td>$82,677</td>
</tr>
<tr>
<td>T023</td>
<td>L5</td>
<td>Post Doctoral Level 5</td>
<td>$71,952</td>
<td>$77,327</td>
<td>$80,034</td>
<td>$82,836</td>
<td>$85,736</td>
</tr>
</tbody>
</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
- ‘Level-Up’ date is 4/1 annually
- 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 the level-up date, the postdoc’s current pay rate ($65,000) plus 3% = $66,414.**

**The department must pay the scale rate ($66,868), since it is greater.**
Reappointment: Annual Review

Postdoctoral Scholars are due an Annual Review:

The academic supervisor or PI must provide the Postdoctoral Scholar with at least one written review per 12-month period.

Departments must use the PX-3 form for this assessment and must keep a record at the department level.

The PX-3 form is required to be submitted to the Dean’s office with the reappointment file.
SPECIAL SITUATIONS
Special Situations – Appts past 60 mos

- Postdoc appointment beyond 60 months: granted by limited exception only from the Vice Provost

- Required materials:
  - Reappointment file OR PX-1 Extension (*more on next slide)
  - Memo (signed by PI and Chair) – Include justification for going beyond 60 months, # of total months, and time frame for the extension
Special Situations – When to use Extension v. Reappt File?

- **A Reappointment** file is used when the current appointment will expire, and the department will renew the Postdoc appointment for up to 1 year.

- An **Extension/Revision** is used when (a) the current appointment is limited to under 1 year, and the department wants to extend the appointment for a short period of time (a few months); or (b) when there is a revision to the terms of the original appointment.
  - Most commonly used in situations where there is a new Visa end date, or if the appointment is limited by a 60-month term end date and department would like to extend past 60 months.

*If you are unsure whether to use an Extension or a Revision, please reach out to your Dean’s Analyst.*
**Special Situations – EXAMPLE: Extension v. Reappt**

The Reappointment picks up where the last one left off.

The end date is limited by the Visa AND by the # of months (60 months max; appt is less than 1 year)

*If dept decided in June that they would like to extend the appointment from 7/21/24 to 10/15/24 they would use an Extension/Revision form because they are extending/revising the terms of this reappointment. They would also need to include a memo which requests the exception to appoint past 60 months.

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**Postdoctoral Scholar Appointment Form (UCI-AP-PX1)**

| Name: | | School Name: SCHOOL OF MEDICINE |
| JPF/SWR Number: | Initial Hire Date: 2/21/2020 |
| | Eligible for an Experience Level Increase on: October 1 |

**Current Appointment**

<table>
<thead>
<tr>
<th>Job Code(s)/Description(s):</th>
<th>% Time</th>
<th>Annual Salary</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>003252 Postdoc Scholar-Employee</td>
<td>100</td>
<td>$77,327</td>
<td>1/1/24</td>
<td>2/20/24</td>
</tr>
</tbody>
</table>

**Proposed Appointment**

<table>
<thead>
<tr>
<th>Job Code(s)/Description(s):</th>
<th>% Time</th>
<th>Annual Salary*</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Account/Fund Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>003252 Postdoc Scholar-Employee</td>
<td>100</td>
<td>$77,327</td>
<td>2/21/24</td>
<td>2/20/24</td>
<td>FG25620</td>
</tr>
</tbody>
</table>

Experience Level at Reappointment:

<table>
<thead>
<tr>
<th>Experience Level at Reappointment Begin Date*</th>
<th>Total Annual Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$77,327.00</td>
</tr>
</tbody>
</table>

* Salary rate and experience level will be adjusted in accordance with the applicable provisions of the collective bargaining agreement. If funding does not meet the salary minimum, a supplement may be needed.

**Reappointment Term of Service**

- [ ] Yes, this Postdoctoral Scholar-Employee served at least 1-year appointment
- [ ] No, this is their 2-year appointment

If this appointment is for less than 1 year, select a reason:

- Postdoctoral service would exceed 5 years (includes prior Postdoctoral service)
Special Situations – Adverse Actions

- 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.

Release Notice and Effective Date

- Provide notice to the Postdoc a minimum of 30 calendar days before the first anniversary of the initial hire date.
- The release cannot be effective before the one-year mark.
- If notice provided less than 30 calendar days before the first anniversary of the initial hire date, extend the appointment by a proportional amount.
- The last day to issue the notice is one year following the date of hire.

UCI School of Medicine
Questions??