



Appointment and Reappointment Policies and Procedures (Postdoc)

I. Purpose

This Policy defines conditions under which a postdoctoral fellow at Albert Einstein College of Medicine ("Einstein" or "College of Medicine") can be appointed or reappointed and the procedures required.

II. Scope

This Policy applies to postdoctoral fellows seeking appointment by Einstein's Belfer Institute for Advanced Biomedical Studies.

III. Policy

At Einstein, a postdoctoral fellow is appointed as a "postdoctoral fellow." The position of postdoctoral fellow may be defined as a period of intense postgraduate research performed under the guidance of a mentor.

III.A. Eligibility

The appointment process is initiated by the department in which the individual will be a postdoctoral fellow. The Office of Human Resources is responsible for the verification of credentials, and the Office of Academic Appointments processes the official appointment and reappointment letters. Criteria for postdoctoral appointment include proof of satisfactory completion of a doctoral degree and eligibility to work legally in the United States.

III.B. Procedure for Recruitment and Appointment

Recruitment and appointment of a postdoctoral fellow will include the following steps:

1. New postdoctoral positions will be submitted for budget approval before issuing a formal offer letter. The intent of the budget approval process is to prevent the possibility that a new postdoctoral fellow is recruited to Einstein but is then prematurely terminated due to insufficient grant support. It is not meant to hinder investigators from hiring new postdoctoral fellows during the last one to two years of a grant that is up for competitive renewal, particularly when the investigator has a record of consistent funding in the past and a reasonable expectation of obtaining a new grant or a successful grant renewal in the future.

2. After the postdoctoral position is approved, the principal investigator (PI) prepares a formal draft offer letter that is clear and explicit regarding the following:
 - Proposed research project
 - Duties and responsibilities expected of the postdoctoral fellow
 - Guidance and mentorship that the postdoctoral fellow can expect from the PI
 - Postdoctoral stipend for the first year
 - Expected start date for the first year of appointment
 - Anticipated duration of the postdoctoral experience
 - Criteria for continuation and reappointment within the PI's research program
3. If the prospective postdoctoral fellow is not a citizen or permanent resident of the United States, before sending the offer letter, the PI or the departmental administrator will contact the Office of International Studies to review the postdoctoral fellow's status and develop a plan to sponsor him or her for an employment visa. This plan will specify the source of funds for any legal and regulatory fees and provide documentation of necessary approvals.
4. Before sending the offer letter to the prospective postdoctoral fellow, the PI will sign the letter and forward it to the department chair for approval and signature and then to the Program Manager of the Belfer Institute along with the prospective postdoctoral fellow's curriculum vitae (C.V.), and proof of degree for review and countersignature. The latter review should take no more than 48 hours, after which the letter will be returned to the originating department.
5. A signed acceptance of the offer letter is required from the prospective postdoctoral fellow.
6. In addition to the letter from the PI, each postdoctoral fellow who accepts an appointment will receive an official institutional letter of appointment from the Director of the Belfer Institute for Advanced Biomedical Studies, generally for a period of one year. The Director of the Belfer Institute will issue reappointment letters for up to one year each, as requested by the PI, prior to the end date of the previous appointment. Copies of all such letters will be sent to the PI and the departmental administrator.

According to section III.B of this Policy, all newly hired postdoctoral fellows will receive an appointment letter that will expire one year from the date of hire. Reappointment letters also will be based on the hire date. All postdoctoral appointment and reappointment letters will be signed by the Director of the Belfer Institute for Advanced Biomedical Studies and will be for one year unless a shorter appointment is specified by the department.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 October 2018

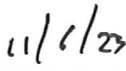
VI. Policy Management and Responsibilities

Einstein's Belfer Institute for Advanced Biomedical Studies is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Director of the Belfer Institute for Advanced Biomedical Studies is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive



Date