

**ACADEMIC PROFESSIONALS: POSTDOCTORAL ASSOCIATES  
APPENDIX D TO  
UW REGULATION 2-4**

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**APPENDIX D TO UW REGULATION 2-4  
POSTDOCTORAL ASSOCIATES**

**I. DEFINITION AND DESCRIPTION**

Postdoctoral Associates are temporary Academic Professionals dedicated to the pursuit of greater professional expertise after the attainment of the doctoral degree. This category recognizes that doctoral recipients in some disciplines may require intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral Associates are not eligible for extended-term appointments.

It is characteristic of Postdoctoral Associates to work with a small set of faculty mentors who are responsible for directing the employee's research and training. The temporary nature of internships, the precariousness of grant funding, and the desire of many Postdoctoral Associates to acquire permanent employment early in their careers call for a specific set of governing regulations for this category of employee.

Postdoctoral Associates are employees at will.

**II. APPOINTMENT PROVISIONS**

**A. Appointment Process**

The head of the unit sponsoring the Postdoctoral Associate will forward recommendations to the appropriate dean, who will forward his or her recommendation to the Vice President of Academic Affairs for approval. The proposed term of employment normally shall be no longer than one year, although renewal of the appointment is possible.

The head of the sponsoring unit shall specify the terms of appointment in writing to the candidate (salary, starting date, ending date, duties, and other pertinent conditions of appointment), subject to approval by the appropriate college dean. The employee shall receive a letter stating these terms no later than 10 days before the start of employment.

## **B. Job Descriptions**

The faculty mentor is responsible for specifying the job responsibilities of a Postdoctoral Associate. These job responsibilities should not require more than 25 percent of effort (six semester credit-hours per year) dedicated to classroom teaching. If a greater teaching effort is anticipated, the appointment should be as a temporary faculty member or as another category of academic professional.

## **C. Compensation**

Salaries for Postdoctoral Associates should be generally consistent with those for postdoctoral employees in the discipline at large. Salary increases require approval of the appropriate dean and the Vice President for Academic Affairs.

With the exception of annual vacation leave, fringe benefits for Postdoctoral Associates shall be in accordance with University personnel policies and shall be described in the letter of appointment. In lieu of accruing annual leave, Postdoctoral Associates are allowed short-term leave with pay, not to exceed 22 working days per calendar year.

## **D. Appeals and Disputes**

A Postdoctoral Associate seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 4-2 governs the resolution of civil rights disputes.

Source:

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