Faculty would like to hire a person with a doctorate degree Does the Post Doc have a fellowship or appointment on a training grant? Yes **Process** Assignment as

Choosing a position/title when hiring a person with a PhD

No

Process Assignment as Assistant Professor/Scientist /Other Staff Position

Post Doc Fellow

Requirements:

- •No service provided to the mentor/University
- •The individual receives the primary benefit from their work.
- Hours and/or leave is not tracked
- Does not receive salary
- Receives stipend or living allowance
- Appointment letter terms correspond to the requirements listed here
- Expectations of the mentor can be clearly noted and monitored
- Status: Postdoctoral Student - Not an employee
- Post Doc assignment limited to 5 years per **University Regulations**
- •If grant funded, stipend supplementation may require sponsor approval; contact OSPA.
- Cannot have a H-1B Visa, H-1B must be employment based. Requires J-1.

Process Assignment as Post Doc Scholar

Is the Post

Doc still in

training?

Requirements:

Yes

No

- Employee of the University
- Compensated for service provided
- •The mentor/University receives the primary benefit from their work.
- Receives salary, employee benefits, voluntary retirement, and FICA deduction
- Status: Postdoctoral Student & Temporary Staff
- Post Doc appointment limited to 5 years per University Regulations
- •May hold a J-1 or H-1B Visa as this position is classified as both an employee and trainee.

Requirements:

- Employee of the University
- Compensated for service provided
- The supervisor/department/ University receives the primary benefit from their work
- •Receives salary, employee benefits, and retirement
- •Status: Staff or Faculty
- No longer a student
- •Requires a H-1B Visa for tenure-track positions; H1-B preferred, but J-1 can be used for research or other teaching positions.

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