SUMMARY OF SELECT ELEMENTS OF THE TERMS OF APPOINTMENTS FOR POSTDOCS

Postdoctoral Scholars are appointed on a full-time basis in training positions under the mentorship of one (or more) faculty member, normally within 3 years of active research after the PhD.

The limit of an appointment is four years (total years of research past the PhD), with possibility of extension to a fifth or a sixth year, as outlined see below.

Years of training refer to all years of research after the PhD (i.e., at Stanford and elsewhere).

Extensions Beyond Year 4

I. Administrative extensions are grantable in order to:
   a. Allow a postdoc to complete a nationally or internationally competitive fellowship.
   b. Bridge time (less than 1 year) to the start of an accepted position with a defined start date.
   c. Extend to a fifth year of training upon the submission of a mentoring and transition/exit plan to OPA.

II. Appointments of new or current postdocs in a sixth year of training require a formal review by a committee of faculty.
   a. New candidates may have up to six total years of training when they are offered a second postdoctoral position in a new field with a major change in research direction at Stanford.
   b. The extension of continuing postdocs into a sixth year is rare. To be eligible, annual progress review meetings must have been carried out from the initial year of appointment at Stanford and notes provided to the review subcommittee. (For postdocs who began prior to this policy, annual progress review meeting notes are required starting this year (June, 2012).
   c. In case of extensions, the committee will evaluate a detailed rationale, mentoring plan, and the trainee outcome in the lab. Family and parental circumstances will be strongly considered, as arising and appropriate.
   d. Committee decisions are recommendations to the Vice Provost for Graduate Education for final determination. The University decision takes into account immigration and labor law.

Exceptions to Full-Time Status

III. A reduction in effort is permitted in limited circumstances for:
   a. Family leave for new parents. No less than 50%, for up to 3 months from the birth of child.
   b. Medical leave for a serious health condition of scholar or immediate family member
      i. Minimum of 50% FTE
      ii. Up to 12 weeks, intermittent or taken together, in a one-year period
      iii. Applies regardless of scholar’s eligibility under California Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA)
   c. Appointment at the School of Medicine in a 20% Clinical Instructor position
      i. Minimum of 80% (90/10 or 80/20)
      ii. Requires a revised joint offer letter

The above is a working summary of University Policy. This is not a policy document nor is it a comprehensive description. For full description, and in case of a conflict, the University policy in the Research Policy Handbook supersedes. Question: contact the Office of Postdoctoral Affairs (postdocaffairs@stanford.edu)