

Description of Workflow Roles and Responsibilities And Work Flow Chart

Purpose: Description of roles and responsibilities related to the online review and approval of postdoctoral appointments at Stanford, including chart of work flow from initiation to approval.

Admin Entry Role (required):

1. Invites postdoctoral candidate to complete Information Sheet and upload required documents online.
2. Reviews the Information Sheet information and the documents provided by the postdoc; confirms the information provided is complete and in accordance with university policy on postdoc eligibility and term limits. Contacts postdoctoral candidate, faculty sponsor, or department coordinator as appropriate, if information is incomplete or not in accordance with policy. Approves form in Work Flow. *Checklist online.*
3. For international postdocs: verifies that Information Sheet and DS-2019 demographic information are identical and complete for the postdoctoral scholar and dependents. Submits the DS-2019.
4. Prepares Appointment Recommendation Sheet.
 - a. Verifies years of prior research experience, as reported by the postdoc. Corrects years of prior research experience if necessary after consultation with the faculty sponsor.
 - b. Obtains and enters funding level and source(s). Checks with financial administrator/grant administrator to verify the appropriate placement on the postdoc funding scale and the funding commitment by the sponsor.
 - c. Obtains information on any faculty research mentors.
 - d. Obtains appointment start and end dates
Obtains and writes any additional terms of the appointment that must be included in the offer letter, such as off-campus work locations, specific appointment contingencies related to funding, insurance arrangements, etc.
 - e. Uploads any additional required document for the final review of the appointment if not initially submitted by the postdoc (eg., final degree conferral letter...).
 - f. For any appointment recommendations that fall outside of university policy: upload signed letter from the sponsoring faculty making a request for review as a policy exception and the reasons for doing so.
5. Submits Recommendation Sheet online to the sponsoring faculty for approval.
6. Checks the status of the submitted packet in workflow regularly to ensure that the paperwork is moving through Work Flow.
7. Follows up with any approvers as needed. Monitors Work Flow for approvals.
8. Upon OPA approval, checks PeopleSoft for the postdoc EmplID#.

9. *For international postdocs: Monitors DS-2019 request status, and responds to any I-Center requests for further information. ??*
10. For any provisional approvals, makes a note to follow-up on any missing items.
11. Sends an email message to the appointed postdoc with instructions on creating the SUNet ID. Prepares incoming postdoc orientation packet (<http://postdocs.stanford.edu/admin/orientationtoolkit.html>) and directs postdoc to check the Incoming Postdocs online Orientation information online prior to arrival and upon arrival. http://postdocs.stanford.edu/incoming_scholars/
12. Coordinates with department staff to process financial support (GFS aid year activation, etc). Provides information from the Recommendation Sheet (EmplID#, amount and source of support) as needed.
13. Some departments or administrative units may expect the administrator to assume a higher level of university and department policy knowledge and oversight, comparable to that described for a Coordinator; this should be made explicit by the Department Manager when discussing job roles and responsibilities.

Coordinator Role (optional)

In large departments or administrative units, several administrative associates may have the Administrator role (admin entry) for postdoctoral appointments as one aspect of their administrative duties. In these cases, it is strongly recommended that the Coordinator role be utilized, so that one staff member with a deeper knowledge of postdoctoral policy and procedures can oversee the process for the whole Department or large unit and review the administrative associates work before an offer is extended to the postdoc. The Coordinator:

1. Receives notification when any administrator submits a Recommendation sheet for a postdoctoral appointment in the department or administrative unit
2. Reviews the administrator's work for completeness and adherence to university policy, including the funding level and the duration of appointment.
3. Ensures that the proposed start date allows sufficient processing time for department and University approvals, including time required for international scholar visas.
4. Reviews any special additions made to the offer letter, to ensure they do not conflict with university postdoc policy.
5. Checks that the Information Sheet and DS-2019 information are identical and complete.
6. For appointment recommendations that fall outside of university policy: reviews the signed letter from the sponsoring faculty which formally requested a policy exception and explained the reasons for doing so.
7. The Coordinator may also be asked to assist the Chair/Designee, and review each postdoctoral appointment in respect to department-specific policies and context. Examples include ensuring that the funding commitment made by the faculty is acceptable, equity concerns within the department regarding salary/stipends, promises to sponsor visas or green cards, or approval of joint appointments (e.g., 80/20 or 90/10 postdoc/instructor appointees in the School of Medicine).

14. The Coordinator should return the form to the Administrator with comments indicating any needed changes before routing for review by the Faculty Sponsor/Research Mentor and final signoff by the department.
15. Approval by the coordinator signals to the department Chair and the faculty member(s) that the work submitted by the administrator is correct and meets university policy to ensure a successful appointment process.

Chair/Designee (required):

Every postdoctoral appointment at Stanford is a contract between the University, the faculty sponsor and research mentor, and the postdoc. For the University to approve a recommendation to appoint a postdoc, departmental approval must be obtained before an offer is formally extended to the scholar. This authority rests with the Department Chair, who may designate the DFA, Manager, or other individual with department-level responsibilities to act on his/her behalf.

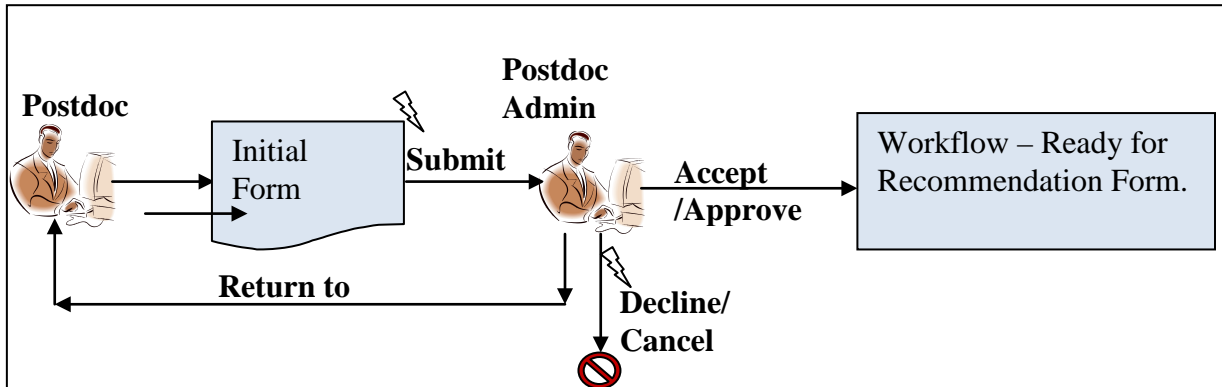
Department review and approval indicates the following:

1. The offer meets university policy with respect to postdoctoral scholars
 2. Concerns regarding equity in funding level among all postdocs in the department have been examined;
 3. The faculty member has the funds, space, etc necessary to make the appointment commitment for the duration of the proposed offer.
 4. The Faculty Sponsor/Research Mentor is in a position to bring the candidate to the University under his/her mentorship-- for example, there is no conflict of interest, pending departure of the faculty member to another institution, or pending disciplinary action against the faculty member.
 5. Department approval also indicates specific attention to:
 - a. any request for policy exceptions – approval indicates department endorsement of both the request and the explanations offered
 - b. Any arrangement for concurrent appointment of the postdoc as an instructor or lecturer, or concurrent pursuit of a degree while at Stanford. Duration of such appointment and articulation of duties must be clearly included in the Recommendation Form for addition to the offer letter.
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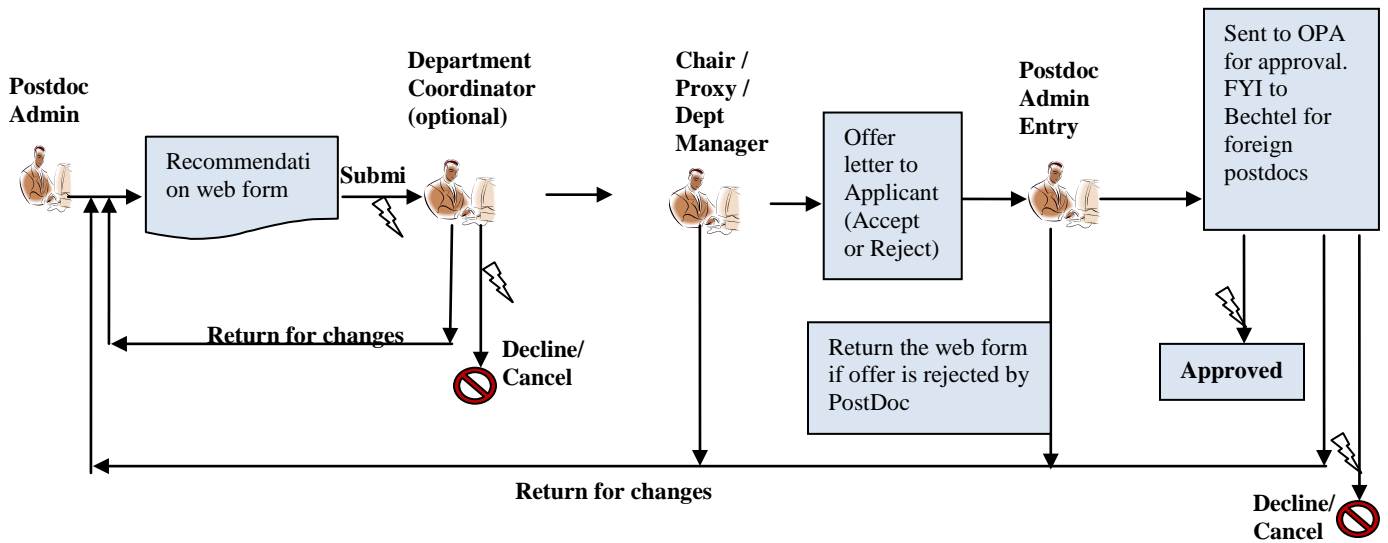
WORKFLOW CHARTS

I. To Appoint a New Postdoc: Information and Recommendation Forms

1. Admin requests postdocs to go online for submission of information:
2. Information Sheet:



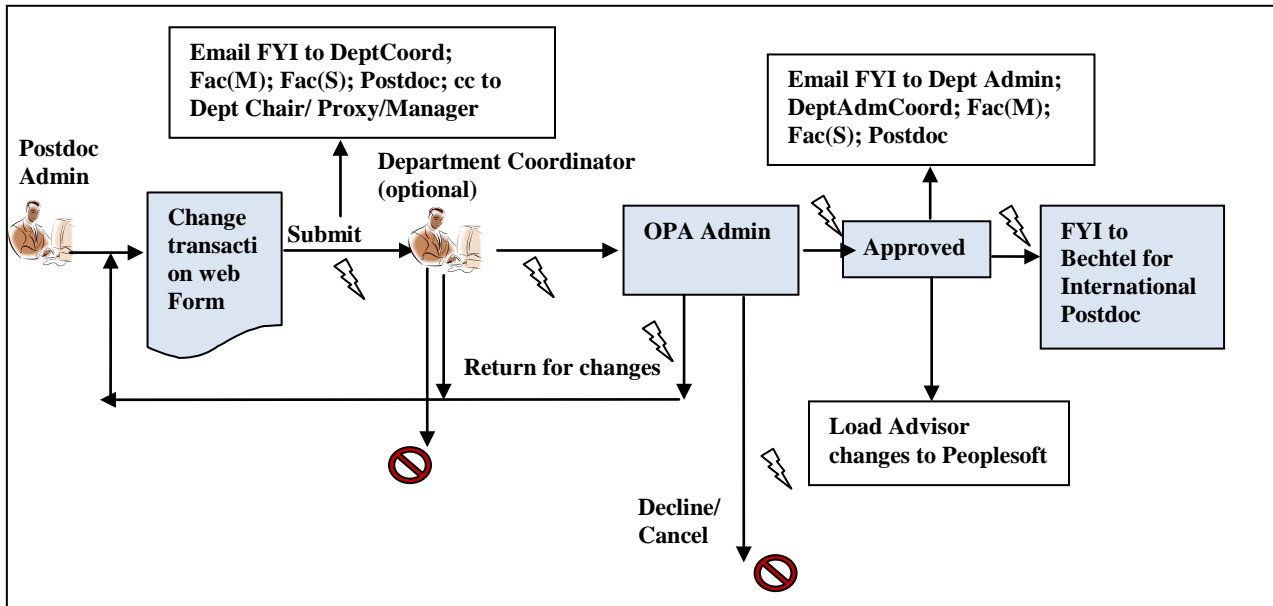
3. Recommendation Form:



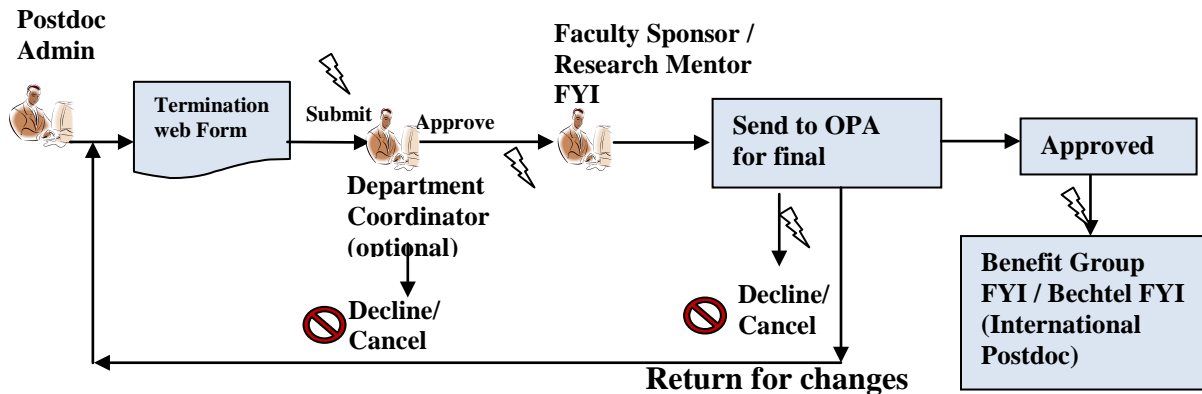
⚡ Indicates email notification ⛔ Indicates Transaction stopped

II. To Change Record for Existing Postdocs: Changes Form

- ❖ Delayed start date (or change in start date to an earlier date)
- ❖ Change in end date (extensions of appointments)
- ❖ Changes in source type of funding (eg., stipend to salary)
- ❖ October 1 Salary/Stipend Adjustments
- ❖ Changes in Faculty sponsors/mentors



III. To End a Postdoctoral Appointment (Termination at the End of the Appointment or Ending the Appointment *Earlier* than the expected End Date): Termination Form



⚡ Indicates email notification ⛔ Indicates Transaction stopped

IV. To File A Leave of Absence: Leave of Absence Form

