

Recommendation form for Postdoctoral Fellow Appointment

Content to be approved and signed by the Principal Investigator followed by the department Chair/Center Director, and approved by the Dean. Please review instructions on page 2 of this form carefully before completing the form to avoid re-work and time delay.^a

Information about the Postdoctoral Fellow email _____
a current email address if available

Name _____
(Last) (First)

Citizenship _____ Degree award date _____
(mm/yyyy)

School/Center _____ Department _____

Employee ID# _____
(Or SES # if any, DO NOT enter SS#)

Appointment start date _____ Appointment end date _____

Title (Job code)

- Postdoctoral Fellow, 100006
- Postdoctoral Fellow (BIR), 103016
- NRSA Postdoctoral Fellow, 100091
(must be US citizen or permanent resident)
- Visiting Postdoctoral Fellow, 103073

Action requested

- New Appointment (must have min 1 year appointment term)
- Salary adjustment
- Change of dates
- Transfer from _____ (name of department)
- Reappointment (only within same HRIS job code)
- NU Graduate student continuing as a Postdoctoral Scholar

Time

- Part Time % = _____
- Full Time

- copy of CV attached** - Required for all new appointments and reappointments being made after three years or more

Salary paid by NU \$ _____ /year (Previous NU salary, if any) \$ _____ (required)

Source of Funds:

University funds: Chart string _____

Sponsored funds: Chart string _____

Support not administered through NU: \$ _____ /year

Sponsoring entity (Dean's office must have verification)

Affiliate organization (i.e., NMH, RIC)

Insurance requirements

- Research staff appointees are bound to the University Patent and Conflict of Interest Policy. The applicant has been informed that he/she is bound by the University Patent and Conflict of Interest Policy and has been provided with a copy of the Research Staff Appointment Policy (found at <http://www.northwestern.edu/research/policies/resAppointments.html>)

Authorization

I authorize this appointment and certify that the proposed position is in accord with University policies. This appointment has received Department/Center approval, and the Department/Center takes full responsibility for the appointee.

'Full responsibility' includes: Provision of facilities and equipment and may involve an obligation of salary, benefits and health insurance claims.

Sponsoring Principal Investigator Date
PRINT NAME: _____

Dean Date
PRINT NAME: _____

Department Chair or Center Director Date
PRINT NAME: _____

Prepared by PRINT NAME: _____ Date

Required: Your phone # _____ Your fax # _____

^a **PROCESS:** To streamline the appointment process, the OPA has carefully created a step-by-step process provided in the instructions below. We entrust you to carefully review these prior to completing the form. Please provide all information requested as this will directly impact downstream workflow.

A. Instructions for the department

1. The form requires three signatures, the PI's, department chair/center director's and the dean's. The form is to be completed by the PI or the designated department administrator (phone and fax numbers must be included). Instructions on filling out the form, based on University guidelines, are given below. Only one signature can be of an administrator, the other signature must be by a designated faculty member for submission of form to the dean's office.
 - It is the initiating PI's responsibility to ensure that the applicant **has an advanced degree** such as PhD, MD, JD or similar, prior to being appointed as a postdoctoral scholar. Degree award date must be filled-in; in the absence of which, a letter from the degree-awarding institution official (e.g. graduate PI) stating successful completion of all degree requirements **MUST** be obtained prior to starting as a postdoctoral scholar (This documentation is to be available in the dean's office).
 - For all new appointments a copy of the applicants CV is to be submitted, with this form, to the dean's office.
 - Postdoctoral scholar appointment categories are based on the administrative requirement of the funding agencies and can be viewed in detail at <http://www.tgs.northwestern.edu/postdocaffairs/postdocpolicies/categories/>
 - New appointments must be for a **minimum term of a year** and sufficient funds must be available for the hire. Exceptions to this are recent NU graduates who upon completing degree requirements may need additional time for completion of graduate research associated activities. Any other exceptions must be approved by the OPA. Start and end dates must not extend past the corresponding dates of the source of funds. Any additional funds shall be the responsibility of the department/center.
 - It is highly recommended that departments maintain postdoctoral compensation policy that is comparable to the NIH, NRSA (years of research experience) stipend levels. The minimum pay for F/T (exempt) postdoctoral scholars is \$24,000.00 per annum and scholars paid less than this are considered non-exempt, bi-weekly employees who must complete time sheets and are eligible for overtime.
2. Completed forms are to be submitted to the dean's office for approval. After approval, the dean or center director sends the official letter of appointment to the appointee. In the case of international scholars, notification of appointment can be done after visa processing paperwork has been submitted to the International office.
3. Depending on individual school or center procedures, the dean, the center director, or the department, initiates an *Appointment and Position Data* form to be sent to the Payroll office at the Office of Human Resources (HR). HR forms may be found at the [HR web site](#). In ALL instances, the *approved* postdoctoral appointment form *must* accompany the HR forms submitted to Payroll. HR forms not accompanied by an approved Postdoctoral Appointment form will *not* be processed by Payroll until the form is submitted.

B. Responsibilities of the Dean's office

- Ensure the applicant's eligibility to be hired as a postdoctoral scholar, based on NU policy (outlined above).
- A copy of the approved appointment form should be sent as PDF via email to the Office of Postdoctoral Affairs (OPA) postdocs@northwestern.edu?subject=PAF using the format first name, last name, employee id # as the file name *simultaneous* to submission of paperwork to Payroll. For new hires with no employee id # please name file as first name, last name and NH.
- Nominated signatories who can approve an appointment are the **ONLY** ones accepted by Payroll on this form. Any changes that occur to this information must be relayed immediately to both the OPA postdocs@northwestern.edu?subject=DeanSig and well as Payroll b-sexton@northwestern.edu. [?subject=DeanSig](mailto:postdocs@northwestern.edu?subject=DeanSig)
- The dean's office signatory must have HRIS access and be able to reconcile data in HRIS against forms submitted through their office to Payroll. It is recommended that data be reconciled monthly to ensure quality assurance.

C. Responsibilities of the PI towards the postdoctoral scholar

- Faculty (and postdoctoral scholars) are encouraged to visit the Office of Postdoctoral Affairs website and view the Postdoc guide http://www.tgs.northwestern.edu/postdocaffairs/scholars/new_postdoc/
- Resources offered for postdoctoral scholars by the OPA at its website <http://www.tgs.northwestern.edu/postdocaffairs/postdocpolicies/categories/> can be provided to prospective postdoctoral scholars
- It is recommended that PI review guidelines issued by HR as well as refer postdoctoral scholars to the staff handbook at <http://www.northwestern.edu/hr/forms/oncampus/handbook.pdf> and discuss with the postdoctoral scholar mutual expectations of the training period
- Faculty resource documents are also available at <http://www.tgs.northwestern.edu/postdocaffairs/faculty/>