



degrees will be required to provide proof of degree equivalency as determined by each school at the University.

## **2. Appointment of Postdoctoral Research Fellow**

**2.1 Initiating Appointment:** In most cases, job advertisements for postdoctoral fellowship positions will be posted through Human Resources at Boston College. However, individuals interested in a Postdoc Fellow appointment may also directly contact the Faculty Mentor and the appropriate academic department in which the candidate is seeking the appointment to see if the Faculty Mentor anticipates being able to hire a Postdoc Fellow in the future. During the interview process, the terms and conditions of that appointment should be discussed and agreed upon by the Postdoc Fellow and the Faculty Mentor. This should include agreement on the anticipated length of appointment, scope of work (e.g., research project), training goals, expectations of an annual research progress and mentoring (e.g., publication expectations, teaching, etc.), sources and amount of salary/benefits and research support, and possibly other details such as plans or expectations to submit fellowship applications, office space, lab, and supporting equipment such as computers.

**2.2 Appointment Offer Letter and Approval Process:** When a Faculty Mentor makes the decision to appoint a Postdoc Fellow, the Faculty Mentor will create an offer letter using the template approved by the VPR and Human Resources (HR). This offer letter shall be made prior to the commencement of duties. The offer letter must include the following:

The term, title, and schedule of the appointment;

Duties and responsibilities of the appointee;

acknowledgment. A copy of the final letter will be sent to the department, faculty mentor, and the VPR.

### **3. Terms of Appointment**

**3.1 Full-Time Appointments:** Professional/administrative staff work on a full-time basis (35

#### **4. Extension and Termination of Appointment**

**4.1. Extension of Appointment:** At the end of the period set forth in the offer letter, the appointment may be eligible for extension based on satisfactory performance, the existence of funding, programmatic need, and continuing visa eligibility (for international scholars). The Faculty Mentor and Postdoc Fellow may agree to extend the Postdoc Fellow appointment beyond the term defined in the initial offer letter. However, the appointment is not to exceed four years, unless an extension is granted. In the case of an extension beyond four years, the Faculty Mentor shall submit a written request for approval to the VPR 60 days prior to the end of the appointment. Appointments may be extended on a yearly basis and will be reviewed annually by the VPR, up to six years total. In exceptional cases, the appointment may be

or her Faculty Mentor *and only* if such reproduction is permitted under the terms of any applicable grant agreements or other contracts. Moreover, future use of any such material and information by the Postdoc Fellow is limited by the terms of any applicable grant agreements or other contracts. Any confidential information obtained by the Postdoc Fellow during his or her appointment must remain strictly confidential and may be disclosed only in accordance with federal or state law, University policy, and the terms of any applicable grant agreements or other contracts.

## **5. Stipend Level**

Until 9/1/23, the University has formally adopted the NIH/NRSA guidelines as the minimum salary to be paid to Postdoc Fellows. The NIH/NRSA salary levels, which are adjusted annually, are based on the Postdoc Fellow's years of research experience prior to the appointment. Should the FLSA dictate a minimum salary threshold for exempt status that is above the NIH/NRSA guidelines, the University shall use the FLSA minimum salary as the minimum salary to be paid to full-

7+	\$70,070
----	----------

**Effective June 1, 2024: Minimum Salaries for BC Postdocs**

Years of Experience	Minimum Salary
0	\$65,000
1	\$66,300
2	\$67,626
3	\$68,979
4	\$70,358
5	\$71,765

Adherence to University standards and policies regarding safety and good laboratory practices, human and animal subjects protections, conflict of interest, research misconduct, and the like,

Open and timely discussion with the Faculty Mentor regarding all facets of the Postdoc Fellow's research activities,

Prompt disclosure to the Faculty Mentor regarding the possession and desire to distribute materials, reagents, software, copyrightable and potentially patentable discoveries derived from the Postdoc Fellow's research,

Collegial conduct towards members of the research laboratory and others,

Compliance with all applicable University policies and applicable terms of any sponsored agreement which provides support for the Postdoc Fellow, and

Completion of the Research and Scholarship Integrity program within the first two years of the Postdoc Fellow's appointment.

### **8. Obligations of Faculty Mentors**

The principal purpose of a Postdoc Fellow appointment is to acquire the professional skills needed to pursue a career path of the Postdoc Fellow's choosing.

During the appointment, the Postdoc Fellow is expected to acquire the professional skills needed to pursue his or her chosen career path. The Faculty Mentor is expected to support and encourage the development of these skills by working with his or her Postdoc Fellow to develop a plan of research and goals for the appointment. Both the Faculty Mentor and the Postdoc Fellow must approve the plan. Other obligations of the Faculty Mentor include:

Provide adequate work and/or laboratory space and access to resources.

Hold annual one-on-

This policy seeks to set out infrastructure that helps the Postdoc Fellow acquire the skills necessary for a career of his or her choosing. It is intended to serve as a resource that protects all parties involved in the appointment. The VPR can be contacted if issues arise that are not addressed by the Policy or need assistance for resolution.

### **Appendix I: Determining Adjunct Hours of Service**

The Internal Revenue Service has outlined two options for universities to determine the number of hours that adjunct faculty work when teaching in order for Universities to be compliant with the Affordable Care Act. Boston College has decided the “safe harbor” option is the most efficient method to calculate the hours needed in teaching a course. The Policy also uses this calculation when determining the teaching hours of Postdoc Fellows.

For Postdoc Fellows, the time needed for teaching is considered part of the 40-hour work week.

Their other responsibilities should also be considered. The VPR also uses, the n9.92 cm -2 (s) -10 (-10 (t) - -10 )0 (de)0 ((i)) 2



	3	6.75	1	7.75	19%
--	---	------	---	------	-----

Single Class Examples	# Of Credits (#)	Classroom/Prep Credit ( 2.25)	# of Classes (+)	Total (=)	% of
-----------------------------	------------------------	-------------------------------------	------------------------	--------------	------

## **Appendix II: Postdoctoral Research Associate Teaching Policy**

Some postdocs may wish to teach in order to gain more teaching experience as they prepare for a job in academia. This policy describes how postdocs may be paid for teaching courses. This policy applies to courses taught at any time of day, whether before 4 p.m. or in the evenings.

These teaching appointments are temporary and part time. Postdoc teaching appointments require approval and cooperation from two entities. First, the PI must approve the postdoc's teaching role, in accordance with the needs of the postdoc role. Second, a teaching position must be offered and approved by the department chair in the department staffing the course. Teaching positions are not guaranteed and are subject to the availability of courses in each department.

This policy applies