

## **Postdoctoral Employment Standards** **(Last Modified 02.17.2025 by Associate Dean Shelly Campo)**

These standards govern the relationship between the University of Iowa and all postdoctoral appointees [postdoctoral scholars (FP01), NRSA postdoctoral fellows (FP02), and non-NRSA postdoctoral research fellows (FP03)] in all matters not explicitly addressed by the applicable funding agency's requirements or the University of Iowa Policy Manual ("Policy Manual").

### **Introduction**

#### **Purpose**

The purpose of this document is to ensure consistent administration of university policies, standards, and guidelines to postdoctoral appointees (e.g., scholars and fellows) across the University of Iowa.

General questions regarding the application or interpretation of this document should be directed to the Graduate College's human resources unit. Specific questions regarding application of specific departmental procedures should be directed to applicable departmental human resources representatives.

#### **Definitions**

**"Postdoctoral scholar" and "postdoctoral fellow"** are terms used at The University of Iowa to designate temporary, doctoral-level researchers engaged in advanced education and training designed to prepare for an academic and/or research career. The University recognizes three classifications of postdoctoral appointees, depending on the sources of their stipend and research funding, and the nature of their research activities. [III-5.2 Policy Manual](#).

As used in this document, each of the following terms has the indicated meaning:

**"Postdoctoral Research Scholars" (FP01)** refers to all postdoctoral appointees who are not on an NIH National Research Service Award (NRSA) Fellowship grant. Typically, FP01s are engaged in research supported by external grants, contracts, or University of Iowa General Education funds that may be made available to faculty members. This classification also applies to certain types of postdoctoral fellows, including but not limited to fellows under National Science Foundation, and the Howard Hughes Medical Institute Research Fellows Program. FP01 appointees typically have specific responsibilities and research expectations directly related to the grant, contract, fellowship, or university-funded program.

**"Postdoctoral Research Fellows" (FP02)** refers to all postdoctoral appointees who are funded by NIH National Research Service Award (NRSA) Fellowships. Postdoctoral Research Fellows are not considered to be university employees. While salary and benefits are administered through the university payroll system, appointees within this classification are not subject to payroll taxes and withholdings.\* Terms and conditions of engagement for this appointment type (e.g., paid leave, workers compensation, parental leave) are governed primarily by the NIH. The

primary obligation to accomplish the aims of the fellowship rests with the Fellow.

**“Non-NRSA Postdoctoral Research Fellows” (FP03)** refers to a limited number of postdoctoral appointees who are funded by grant awards that require the appointee to be appointed as a “fellow” that are not NIH National Research Service Awards (NRSA) Fellowships. Postdoctoral Research Fellows are not considered to be university employees. While salary and benefits are administered through the university payroll system, appointees within this classification are not subject to payroll taxes and withholdings.\* Terms and conditions of engagement for this appointment type (e.g., paid leave, workers compensation, parental leave) are governed primarily by the funding agency. The primary obligation to accomplish the aims of the fellowship rests with the Fellow.

*Note: For information concerning the appropriate classification of FP01s and FP02s relative to applicable tax regulations, please see the memo from University Controller’s Office, and the Graduate College (June 1, 2018). Questions can be directed to the Senior Human Resource Director in the Graduate College.*

“Postdoctoral Appointee” or “Appointee” refers collectively to individuals holding a current appointment as a Postdoctoral Research Scholar (FP01), Postdoctoral Research Fellow (FP02), or a Non- NRSA Postdoctoral Research Fellow (FP03).

### **Scope of Coverage**

These standards cover all university postdoctoral appointees. Provisions specific to only one of the postdoctoral classifications, as previously described, will be clearly specified below.

### **Recruitment and Selection**

#### **Section 1. Postdoctoral Scholars (FP01)**

**Minimum Posting Period.** Postdoctoral Scholars position vacancies must be posted for at least 3 calendar days as per university policy. However, it is highly recommended that positions are posted for a minimum of 14 calendar days. Available positions should be posted at the following link. <https://jobs.uiowa.edu/>.

**Quick Hires.** Departments may appoint postdoctoral candidates through the “Quick Hire” process when the candidate is an [internal hire](#) (current UI employees or former UI employees who were employed during the prior 24 months). This most commonly occurs when a University of Iowa student graduates with a terminal degree and transitions into postdoctoral training at the University. Appointments meeting “Quick Hire” criteria are not subject to minimum posting requirements.

Please note that candidates who are appointed through the Quick Hire process are generally not eligible for special compensation as an incentive for hire. In addition, they will not be eligible for a waiver into a faculty appointment unless the original appointment occurred following an affirmative action search process.

**Verification of Academic Credentials and Professional Background.** Postdoctoral appointments

are subject to the background verification standards set forth in [III-9.2\(a\)](#) “Credential Check at Point of Hire” of the Policy Manual.

**Previous Research Experience.** Candidates for postdoctoral appointments must demonstrate a minimum of two years of research experience at the graduate level (equivalent to such experience in the United States).

**Interviews and Reference Checks.** Hiring departments are strongly encouraged to conduct interviews and reference checks in consultation with their departmental human resources representatives. Hiring departments are required to conduct reference checks on external candidates. Thorough interviews and careful reference checking are crucial to ensure the university selects the most qualified and prepared postdoctoral candidates.

*Hiring without conducting a reference check could lead to institutional liability for negligent hiring if the employee’s past performance or conduct may create safety concerns. In such circumstances, the hiring unit may be responsible for any costs associated with such claims.*

**Criminal Background Checks.** As temporary, at-will, employees, criminal background checks for postdoctoral appointees are governed by [III-9.3\(c\)](#) “Criminal Background Check at Point of Hire” of the University Policy Manual. The Graduate College has determined that postdoctoral appointees should be regarded as “security sensitive” employees, and as such, require passage through the criminal background process.

## **Section 2. Postdoctoral Fellows (FP02)**

Postdoctoral fellows are appointed when the individual receives an NRSA NIH fellowship. This NRSA fellowship application is typically written while the appointee is a postdoctoral scholar (FP01). The length of the appointment is determined by the length of the NRSA NIH fellowship. These positions are almost always full-time appointments.

## **Section 3. Non-NRSA Postdoctoral Fellows (FP03)**

Appointment of non-NRSA postdoctoral fellows occurs by exception only and is subject to review and approval by a university committee composed of representatives from University Human Resources, the Graduate College, and grant accounting in the Office of the Vice President for Research. The length of the appointment is determined by the duration of the corresponding fellowship and is almost always full-time. More information regarding the appointment process for this classification is available at the following link: [LINK FORTHCOMING]

## **Appointments/Compensation**

### **Criteria for Appointment as a Postdoctoral Appointee**

#### **Section 1: Academic Criteria**

Academic Criteria. Postdoctoral scholars or fellows must have completed all degree requirements for doctoral or other terminal degree and ensure that written verification has

been provided to local HR by the appointment start date. Such written verification consists of an official transcript or letter from the degree-granting institution's graduate college, registrar, or other institutional office certifying that the candidate has completed all necessary requirements for awarding the terminal degree.

Verification of the above-referenced degree requirements/credentials must be conducted in accordance with [III-9.2](#) of the Policy Manual.

## **Section 2. Professional Training Component Requirement**

As specified in [III-5.2](#) of the Policy Manual, postdoctoral appointees are *temporary, doctoral-level researchers engaged in advanced education and training designed to prepare for an academic and/or research career*. This professional training component requirement is intended to ensure adherence to this intent.

Professional Training Component Requirement. A postdoctoral appointment is a transitional position that trains appointees for academic and/or research careers. This professional training is a defining characteristic of postdoctoral appointments at the university. Upon completion of their professional training, postdoctoral appointees are expected to transition into career roles within the university and/or other scholarly institutions.

Individualized Development Plans (IDP). To facilitate the professional training requirements discussed in the previous paragraph, principal investigators and postdoctoral appointees are expected to work collaboratively to develop an individual professional development plan that incorporates specific and measurable professional training objectives and timelines. The development process should include a discussion of any time and/or resources that will be required to meet the professional training objectives.

IDP Resources. Postdoctoral appointees' ability to demonstrate preparedness for the next phase of their career typically includes the following outcomes:

- 1) First authored or co-led publications
- 2) Presentations at national and international meetings/conferences
- 3) Contributions to grants or submission of their own grants
- 4) Mentoring and/or supervising students, postdoctoral appointees with less experience, and research staff as appropriate
- 5) Connecting and/or collaborating with other researchers within their field or aligned fields.

The [National Postdoctoral Association](#) has identified [six core competences](#) in which postdoctoral appointees should gain experience to be prepared for future careers. These are:

- 1) Discipline specific conceptual knowledge
- 2) Research skill development
- 3) Communication skills including writing, teaching, speaking, poster designs, and interpersonal skill
- 4) Professionalism
- 5) Leadership and management skills
- 6) [Responsible conduct of research](#)

Two websites for individual development planning and career exploration are [MyIDP](#) for postdoctoral appointees in the sciences and [Imagine PhD](#) for those in the humanities and social sciences. We encourage postdoctoral appointees and their mentors to use these tools within the first month of a postdoctoral appointment, and to revisit these tools annually to track progress and adapt as needed.

Completion of Training and Transition to Career. As indicated above, upon completing their designated professional training component, postdoctoral appointees are expected to transition to academic and/or research careers. Consequently, those who have fulfilled this training component of their postdoctoral program are not eligible for reappointment, renewal, or extension within a postdoctoral classification at the university. Should an employing unit wish to retain a postdoctoral appointee beyond the completion of their training component, it is advised to pursue an appropriate staff or faculty appointment, in accordance with applicable university policies and procedures.

### **Section 3. Letters of Appointment. Postdoctoral Appointment Classifications, Work Location**

#### **1. Letters of Appointment.**

All newly appointed or continuing postdoctoral scholars and fellows shall receive a letter of appointment that specifies the appointment title, duration, and the appointment percentage. Hiring units should use the offer letter templates available in Appendix A. Extensions of appointment beyond an expiring appointment period should be documented through a signed letter of reappointment.

Please note that it is *always* advisable to update appointments in writing upon their expiration.

#### **2. Postdoctoral Appointment Classifications.**

There are three types of postdoctoral appointees at the University of Iowa: postdoctoral scholars (FP01) and NRSA postdoctoral fellows (FP02), and non-NRSA postdoctoral fellows (FP03), as defined in the Definitions section.

#### **3. Work Location Requirement**

All postdoctoral scholars and fellows covered under these standards are required to perform their responsibilities on-campus during their term of appointment unless: (a) funding sources and/or the nature of the research requires that the postdoctoral appointee conduct research off campus, or (b) the appointee receives written approval from the Associate Dean for Graduate Education who oversees postdoctoral appointees in the college of appointment.

Postdoctoral Scholars (FP01). Upon obtaining the aforementioned collegiate approval, postdoctoral scholars (FP01) must submit a [flexible work arrangement form](#).

NRSA Postdoctoral Fellows (FP02) and Non-NRSA Postdoctoral Fellows. Upon obtaining the aforementioned collegiate approval, NRSA postdoctoral fellows (FP02) and non-NRSA postdoctoral fellows (FP03) must obtain approval from the applicable funding agency.

Supervising faculty should contact their local human resources representative to initiate the review and approval process for a postdoctoral appointee to perform work off campus. In addition to receiving permission from the Associate Dean for Graduate Education in the employing college, postdoctoral appointees seeking to work remotely from outside the State of Iowa or the United States will need to obtain approval from the applicable university offices that oversee requests for remote work from locations outside the State of Iowa or the U.S. Supervising faculty should allow for sufficient time to complete the review and approval process. We recommend supervising faculty submit the request at least 30 days before the commencement of the requested remote work. The college will be required to provide a compelling business reason to support remote work from outside the State of Iowa or the U.S.

#### **Section 4. At-Will Employment, Length of Appointments, Reappointments, Five-Year Limit and Request for Extension**

1. **At-Will Employment.** Postdoctoral Research Scholars (FP01) are temporary, at-will employees at The University of Iowa as they are appointed for a specified time-period. As temporary, at-will employees, Postdoctoral Scholars may be terminated at any time subject to the discretion of the University. The University typically uses such discretion where there is a lack of satisfactory performance, university related misconduct, or a loss of funding.
2. **Length of Appointments.** Postdoctoral positions typically are appointed for periods ranging from one year, or one year renewable, up to a cumulative total of five years. The duration of appointment is set to complete the postdoctoral appointee's training component and funding agency specifications when the duration of funding is limited or unknown.
3. **Reappointments.** Reappointments to extend a postdoctoral appointment may be made so long as the appointee is:
  - a. Continuing to work towards completion of their training component,
  - b. Integral to an ongoing research program,
  - c. Meets criteria for funding, and
  - d. Maintains a record of satisfactory performance.Reappointment is contingent on the continuing availability of research funding sufficient to meet the University's minimum required salary and fringe rates. Reappointments should be processed at least 30 days prior to the end of the postdoctoral appointee's current appointment.
4. **Notification of Nonrenewal.** Notification of nonrenewal of a postdoctoral appointment should be provided at least 30 days prior to the end of the postdoctoral appointee's current appointment or at the earliest practicable opportunity.
5. **Five-Year Limit and Request for Extension.** The postdoctoral experience at The University of Iowa will not extend past 5 years unless there are unusual circumstances that indicate a need to modify or extend their training component. Supervisors who seek an extension should contact the [Associate Dean for Administrative Affairs](#) and the [Senior Human Resources Director](#) for the Graduate College for review and consideration.

*NOTE: NRSA postdoctoral fellows (FP02) and non-NRSA postdoctoral fellows (FP03) are not considered to be University employees and as such, their continuing appointment status is subject to the terms and conditions of the funding agency.*

## **Section 5. Mandatory Compliance Training**

The University of Iowa requires postdoctoral appointees to complete mandatory compliance trainings for position eligibility. Examples include [harassment prevention](#), [responsible conduct of research](#), [human subjects research](#), [animal use](#), [FERPA](#), [conflict of interest in research](#), and/or environmental health and safety related-trainings.

Please note that employing colleges and departments may have additional compliance training requirements.

## **Wages**

### **Section 1. Minimum Salaries**

The University requires that the salaries of newly appointed Postdoctoral Research Scholars (FP01), NRSA Postdoctoral Research Fellows (FP02), and non-NRSA Postdoctoral Research Fellows (FP03), meet or exceed NIH/NRSA minimum salary guidelines, **regardless of the source of funds**.

As of July 1, 2024, all current and new postdoctoral research scholars' and fellows' salaries *must* meet or exceed the 2024-2025 NIH minimum for 0 years of experience (\$61,008). The salary minimum is for a full-time postdoctoral appointee. Those postdoctoral appointees appointed for a lower percentage of time must be provided a salary proportional to the percent appointment (see "appointments" section on standard appointments less than 100%). The employing department may pay beyond the NIH minimum if their budget allows. Departments are expected to make salary adjustments for existing postdoctoral appointees to keep their salaries at or above minimum NIH levels.

The NIH minimum salary for postdoctoral appointees is adjusted each year. The Graduate College will update these minimums following their publication by the NIH. For budget planning purposes, departments are encouraged to budget for annual salary increases of 3% to maintain postdoctoral salaries in alignment with the NIH minimum.

As of [April 23, 2024](#), NIH *recommends* the following salaries, determined by years of experience, for FY 2024. The Graduate College *recommends* departments follow the salary guidelines listed below for experience levels beyond Year 0, unless budget limitations, documented poor performance, and/or grant requirements make such adjustment impracticable or unwarranted.

### **Years of Experience Stipend for FY 2024 (updated)**

0	\$61,008 (\$5,084 monthly)
1	\$61,428 (\$5,119 monthly)
2	\$61,884 (\$5,157 monthly)
3	\$64,356 (\$5,363 monthly)
4	\$66,492 (\$5,541 monthly)
5	\$68,964 (\$5,747 monthly)
6	\$71,532 (\$5,961 monthly)
7 or more	\$74,088 (\$6,174 monthly)

Budgeting for Postdoctoral Salaries. A reasonable estimate of the new stipend levels, if submitting a grant before the recommendations are released at the beginning of each calendar year, is to project an annual 3% increase in postdoctoral salaries.

If you have salary questions regarding Postdoctoral Research Scholars (FP01), NRSA Postdoctoral Research Fellows (FP02), or non-NRSA Postdoctoral Fellows (FP03), please contact the Senior Human Resources Director in the Graduate College.

### **Other Forms of Monetary Compensation (FP01s Only)**

**Coming Summer 2025**

### **Appointments**

#### **Section 1. Appointment Letters**

Postdoctoral Scholar (FP01) Appointment Letters. The **appointment letters** for postdoctoral scholars (FP01) shall include the effective dates, salary, work schedule, name and contact information of a supervisor, and notification that health insurance is available (for appointment of 50% or greater) and has deadlines for enrollment.

NRSA Postdoctoral Research Fellows (FP02) and Non-NRSA Postdoctoral Research Fellows (FP03) Appointment Letters. The **appointment letters** for postdoctoral fellows (FP02 and FP03) shall include the effective dates, stipend, work schedule, name and contact information of a supervisor, and notification that health insurance is available (for a University of Iowa appointment of 50% or greater) and has deadlines for enrollment.

General Guidelines. Postdoctoral scholars' and fellows' letters will also indicate that the University Benefits Office may be contacted for additional information regarding benefits associated with the appointment. Sample offer letters are included in Appendix A.

- a. **Length of Appointment:** Postdoctoral Research Scholars and Postdoctoral Research Fellows are temporary appointment classifications at The University of Iowa. Postdoctoral positions must be a minimum of one year to allow for adequate training time. For appointments of less than one year, a fixed term staff position or similar appointment is appropriate. For an exception to this minimum, please contact the [Associate Dean of Administrative Affairs](#) or [Senior HR director](#) in the Graduate College. The postdoctoral

experience at The University of Iowa will not extend past 5 years unless there are unusual circumstances. To extend the length of the appointment, the department must send a request with justification for an extension at least 3 months before the end of the current appointment to the Associate Dean of Administrative Affairs in the Graduate College. The request for extension requires approval from both the Associate Dean of Administrative Affairs and the Dean of the Graduate College.

- b. **Postdoctoral Scholars and Fellows are trainees.** Newly appointed postdoctoral scholars or fellows with previous postdoctoral experience may not require the maximum length of appointment to complete the professional training component. If no professional training need exists, a different staff or faculty job classification should be used.
- c. **Percentage of Appointment as a Postdoctoral Scholar and Postdoctoral Fellow** Standard appointments for postdoctoral appointees include 50 percent, 75 percent, 80 percent, and 100 percent. Appointments other than these require prior approval from the Associate Dean for Administrative Affairs and the Senior HR Director in the Graduate College. The appointing department or unit should not use nonstandard appointments to avoid paying minimum salaries or salary increases as required.
- d. **Nonstandard appointments.** Requests for appointment percentages other than those identified in the preceding paragraph should be directed to the Associate Dean of Administrative Affairs and the Senior HR director in the Graduate College.

## **Personnel**

### **Onboarding/Orientation**

Onboarding and orientation help ensure postdoctoral appointees have a smooth transition to the University of Iowa and to their new role. Please see Appendix B for sample checklists that provide guidance for local HR, mentors, and postdoctoral appointees. Employing units are encouraged to maintain the completed document in a manner most suitable for their specific needs.

### **Performance Evaluation Best Practices**

At the beginning of each appointment, the principal investigator/mentor should provide the postdoctoral appointees with their performance expectations for the position. This should include any expectations for effort allocation, productivity, teaching or research methods, and communication requirements. The principal investigator/mentor should also provide the criteria on which any job performance evaluation will be made, such as frequency and timing of performance evaluations.

Annual performance evaluations are an important management tool that provide a timely, structured, and systematic method of communicating essential performance-related feedback. Principal investigators/mentors are strongly encouraged to conduct performance evaluations with postdoctoral appointees on an annual basis. Principal investigators/mentors should consult with their local human resources representative regarding performance evaluation best

practices.

1. The postdoctoral appointee should be evaluated based upon criteria solely related to their performance of duties, skills, and professional development. Forms and criteria used for performance evaluations may vary by college/unit. Each college/unit may develop its own standard scale for evaluating postdoctoral appointees. The evaluation form shall include an overall assessment of the postdoctoral appointee's performance.
2. The evaluator should review all evaluations with postdoctoral appointees. The postdoctoral appointee should sign the evaluation form to indicate that the evaluation has been discussed with the postdoctoral appointee and that the postdoctoral appointee has received a copy of the evaluation. The signature of the postdoctoral appointee does not necessarily mean that the postdoctoral appointee agrees with the evaluation. Postdoctoral appointees shall have five (5) working days to provide a written response to or comments on their evaluations. Such response and/or comments shall be attached to the evaluation.

### **Performance Management and Documentation**

It is important to address any performance concerns with postdoctoral appointees as soon as is practicable through professional and respectful oral communication in partnership with your local HR representative. Conversations about performance concerns should be conducted in-person where possible. Such conversations should also be followed with written documentation summarizing the conversation. The Associate Dean for Postdoctoral Affairs or their designee in the employing college should be contacted prior to the meeting with the postdoc to discuss the matter. It is considered best practice to engage in performance management prior to moving to termination when poor performance is the cause.

### **Termination of Appointment**

Despite the temporary and at-will nature of postdoctoral appointments, it is essential to maintain institutional standards of due process to ensure fairness and equity in all employment actions.

Accordingly, principal investigators are required to consult with the senior human resources representatives from the employing unit and Graduate College *prior to* initiating any termination process for postdoctoral appointees, regardless of whether the termination is based on poor performance, misconduct, or a loss of funding.

In circumstances involving the possible termination of international postdoctoral appointees, local human resources representatives must consult with the Office of International Students and Scholars at <https://international.uiowa.edu/ISSS> regarding visa implications prior to initiating any employment-related action that would result in the early termination of an appointment.

## Issues of General

### Application Section 1.

#### Standards of Conduct

Postdoctoral Research Scholars (FP01), NRSA Postdoctoral Research Fellows (FP02), and Non-NRSA Postdoctoral Fellows (FP03) covered under these standards are expected to maintain satisfactory performance within the context of their position responsibilities and to comply with standards of conduct promulgated by the university, their college, and department. When operating within the context of their university employment, a university workplace, and/or a university research environment, Postdoctoral Scholars (FP01), NRSA Postdoctoral Fellows (FP02), and non-NRSA Postdoctoral Fellows (FP03) are expected to conform to the same ethical, performance, and conduct standards as university staff. The applicable ethics and conduct policies include but are not limited to:

- [Chapter 3 - Human Rights](#)
- [Chapter 4 - Sexual Harassment and Sexual Misconduct](#)
- [Chapter 10 - Violence](#)
- [Chapter 11 - Anti-Retaliation](#)
- [Chapter 12 - A Drug Free Environment](#)
- [Chapter 14 - Anti-Harassment](#)
- [Chapter 18 - Conflicts of Commitment and Interest](#)
- [Chapter 16 - Ethics and Responsibilities for University of Iowa Staff](#)
- [Chapter 19 - Acceptable Use of Information Technology Resources](#)
- [Chapter 27.6 - Ethics in Research](#)
- [University of Iowa Work Rules](#)
- [State of Iowa, Board of Regents policy manual 4.2 - Free Speech](#)

#### Section 2. Training

Departmental Training. At the beginning of each appointment, the department shall review any work rules or departmental policies relevant to the appointment, including but not limited to departmental standards of conduct, the access and use of office supplies and equipment (including computers, printers and copiers related to employment as determined by the employer), and any health, safety, and security policies that may be relevant to their employment. Any questions regarding these rules and policies during the term of the appointment should be addressed to the individual supervisor or their designee.

General Training Requirements. The University of Iowa typically requires postdoctoral appointees to complete mandatory trainings for position eligibility. Examples include [harassment prevention](#), [human subjects research](#), [animal use](#), [responsible conduct of research](#), and/or environmental health and safety related-trainings.

Federally Mandated Responsible Conduct of Research Training. All postdoctoral scholars/fellows engaged in research activities funded by federal agencies MUST complete the Collaborative Instructional Training Initiative (CITI) web-based training within 30 days of starting their appointment and complete an in-person approved Responsible Conduct of Research course within one year. Training must be repeated every four years or when training level changes (e.g., from postdoctoral scholar/fellow to faculty on an NIH K-series award).

Please note that some departments/programs/colleges mandate this training for all postdoctoral appointments regardless of funding source.

More information may be accessed at the following link: [Training in the Responsible Conduct of Research](#)

### **Section 3. Health and Safety**

The University agrees to provide a safe work environment for postdoctoral appointees consistent with applicable state and federal regulations.

### **Section 4. Personnel Files**

#### **Postdoctoral Scholars**

##### **(FP01)**

1. The University should maintain personnel files for postdoctoral scholars. Only documents that pertain to the individual's employment and/or job performance may be included in such files.
2. To the extent personnel files are maintained, postdoctoral scholars have the right to inspect their personnel files at a reasonable time and place as scheduled by the Employer. Access to personnel files will be limited to authorized representatives of the University, the employee, and a representative if so designated in writing by the employee.
3. A postdoctoral scholar shall have the right to respond to all materials contained in their personnel file. Such responses shall be attached to the related report and become part of the personnel file.
4. A postdoctoral scholar may request in writing removal of any item in their personnel file. Such request for removal must be received no later than ninety (90) days after placement of the item in the file. The written request shall also contain a rationale for

the requested removal. If the dean of the appointing college/unit and the dean of the Graduate College agree, the item shall be removed from the personnel file. If the dean of the appointing college/unit and the dean of the Graduate College deny the request for removal, they will notify the postdoctoral scholar in writing within thirty (30) days from the date of written request, including the reason for denial.

The postdoctoral scholar shall have the right to copies

## **Grievance Procedure**

Postdoctoral appointees who have questions or concerns regarding an allegation or complaint may contact their local HR representative to discuss.

### **Section 1. Grievance Definition**

A grievance shall be an allegation or complaint involving an actual or perceived harm or injury within the scope of the employment relationship and/or working conditions as described in these standards. In no event shall the grievance procedure be construed to modify a covered employee's temporary at-will status with the University.

### **Section 2: Rights of Grievant**

1. No Retaliation. No retaliatory action shall be taken against a grievant because they utilized these procedures in good faith or participated as a witness in a proceeding.
2. Grievance Preparation. Principal investigators are encouraged to provide the grievant(s) with a reasonable opportunity to prepare for grievance meetings.
3. Support Person. The grievant may be accompanied at any step of this procedure by a witness observer or support person. If the support person is a staff member, this person will be released from duty without loss of pay to attend the meeting during scheduled work hours. Such release time shall be scheduled with their supervisor so as not to interfere with their normal work responsibilities.

### **Step One:**

The postdoctoral appointee will submit a written grievance form (see appendix) to the local HR representative and departmental/program administrator/executive officer. The written grievance form must be submitted within fourteen (14) calendar days of discovery of the event causing the actual or perceived harm or injury. The above-specified time limits for submission may be extended upon mutual written consent of the parties. In no event shall a grievance be filed more than twelve (12) months after the occurrence of the event giving rise to the alleged harm or injury. Within fourteen (14) calendar days of receiving the written grievance, the supervisor and/or principal investigator will meet with the postdoctoral appointee to review the basis for the grievance and whether a mutually acceptable resolution may be reached. If a mutually acceptable resolution is not reached, the supervisor and/or principal investigator will provide a written grievance response/decision within fourteen (14) calendar days to the postdoctoral appointee, Senior HR Representative, and departmental/program administrator/executive officer. If additional time for the review is required, the departmental reviewing party will notify the postdoctoral appointee of the new date by which the decision will

be made. If the departmental DEO/Director is directly involved in the issue in question, the postdoctoral appointee should proceed to Step Two.

See **Appendix D**: Postdoctoral Grievance Form

### **Step Two:**

If the issue is not resolved at the departmental level, or if the department's DEO/Director is directly involved in the issue, the postdoctoral appointee will forward the Postdoctoral Grievance Form to the Senior Human Resources Representative for the college in which they are employed within fourteen (14) calendar days of the response and will include documentation of all steps that have already been taken. Within fourteen (14) calendar days of the receipt of the grievance, the collegiate Associate Dean or designee responsible for Postdoctoral Affairs will meet with the parties involved and review the arguments and facts. Upon completion of the review, not to exceed fourteen (14) calendar days, the collegiate associate dean or their designee will provide a written decision/rationale and/or resolution. If additional time for the review is required, the collegiate reviewer will notify all concerned parties of the new date by which the decision will be made.

### **Step Three:**

If the issue is not resolved at Step Two, the grievant may appeal the collegiate decision by submitting a written rationale to the Graduate College Dean and the Chief Human Resources Officer/Associate Vice President or their designee that details the reasons for the appeal within fourteen (14) calendar days of the decision. The Graduate College Dean and CHRO/AVP or their designee will respond in writing within thirty (30) calendar days. If additional time for the review is required, the Graduate College Dean will notify all parties of the new date by which the decision will be made. The Graduate College Dean will make the final institutional decision.

## **Benefits**

### **Health Insurance, Paid Leave, Holidays, Retirement, and Other Benefits**

Postdoctoral Scholars (FP01), NRSA Postdoctoral Fellows (FP02), and non-NRSA Postdoctoral Fellows (FP03) are eligible for a number of university benefits and services. Available benefits may include (as applicable):

- Insurance
- Health & Dependent Care Spending Accounts
- Worker's Compensation (available to FP01 postdocs only)
- Social Security
- Retirement (available to FP01 postdocs only)
- Paid leave
- Well-Being Services

Please see the [Postdoctoral Scholars/Fellows Benefits Page](#) on the University Human Resources website for more information about available benefits for postdoctoral appointees.

NRSA Postdoctoral fellows (FP02) funded by NRSA grants should consult the policies as stipulated by NIH. For example: A summary of parental leave policies for NIH grants can be found [here](#). NRSA fellows may also have [differing leave, part-time, and extension policies](#) that are unique to them.

- [Summary of Leave, Part-Time and Extension Policies Available to NRSA Award Trainees and Fellows](#).

Non-NRSA Postdoctoral Fellow (FP03) should contact their funding agency for applicable information on benefits unique to them.

### **Health Accommodations & FMLA Leave**

The Graduate College and Departments will collaborate with University Human Resources Faculty and Staff Disability Services Office (FSDS) or Health Care Human Resources Leave and Disability Administration (LDA) to administer all workplace accommodation needs (including new or ongoing health conditions) for postdoctoral appointees. Workplace accommodation needs are those associated with a health condition that results in a need for time away from work or accommodations while at work. The process for seeking workplace accommodations is provided below.

#### **Section 1. Accommodation Process and FMLA.**

**Accommodation Process.** When a postdoctoral trainee reports that their health is impacting their ability to perform job duties, the Scholar/Fellow may need a workplace accommodation. If so, the postdoctoral trainee should contact their departmental HR representative, or an HR representative in the Graduate College. If a supervising faculty or staff member becomes aware of a potential need for a workplace accommodation, they should contact the applicable departmental HR representative immediately. The departmental HR representative is responsible for submitting a consult form to Faculty and Staff Disability Services (FSDS) or contacting Health Care Human Resources Leave and Disability Administration (LDA) for College of Medicine postdoctoral trainee. Once submitted, the FSDS or LDA team will work with the Postdoctoral Scholar/Fellow and the employing unit to determine reasonable accommodations.

**FMLA.** The Graduate College will collaborate with University Human Resources Faculty and Staff Disability Services Office (FSDS) or Health Care Human Resources Leave and Disability Administration (LDA) and the appointing college to evaluate all requests for FMLA and Non-FMLA leave.

- Postdoctoral Scholars (FP01). Family Medical Leave may apply in situations where a Postdoctoral Scholar (FP01) needs to be absent from work due to a serious health condition. If a Scholar does not meet FMLA eligibility criteria, non-FMLA leave may be applicable.
- NRSA Postdoctoral Fellows (FP02) and non-NRSA Fellows (FP03). Postdoctoral Fellows who need to be absent from work due to a serious health condition are not eligible to

receive FMLA. However, non-FMLA leaves may apply. As such, Postdoctoral Fellows should check with NIH for any applicable or relevant information regarding eligibility for leave.

FSDS or LDA will work with the department and Scholar/Fellow to determine the appropriate support.

Applicability of FMLA and the Non-FMLA process:

- Postdoctoral Scholars (FP01) are considered employees of the University of Iowa and may qualify for Family Medical Leave Act if they meet the eligibility requirements (e.g., worked at the university for at least 12 months and served at least 1250 hours within the 12 months prior to the commencement of the requested leave). The university shall authorize leave requests in accordance with the provisions of the Family and Medical Leave Act of 1993 for qualifying events.
- NRSA Postdoctoral Fellows (FP02) and non-NRSA Fellows (FP03) paid fully by external funding are not considered an employee of the University of Iowa and therefore should work within the terms and conditions of their funding organization in partnership with their university department or unit if a leave of absence is needed.
- Postdoctoral trainees in need of FMLA or Non-FMLA support should notify their HR representative who can then submit an intake form. Faculty or staff who become aware of a Scholar's/Fellow's need for FMLA or Non-FMLA support should notify the HR representative and request that an intake form be submitted. Once received, the FSDS or LDA team will review the intake information and contact the Scholar/Fellow to pursue appropriate information related to their request. FSDS or LDA will work with the appointing department regarding possible options.

If a Postdoctoral Scholar and/or Fellow would prefer to have a confidential conversation with a member of the FSDS or LDA staff to discuss their health needs, they may schedule an appointment by contacting FSDS at (319) 335-2660 or via email [FSDS@uiowa.edu](mailto:FSDS@uiowa.edu) – [\(include LDA information\)](#).

### **Course Audit**

Postdocs at the University of Iowa (FP01/FP02/FP03) are eligible to audit one University of Iowa course per semester without being assessed tuition and mandatory fees for that course. To qualify for this benefit, the postdoc's supervisor must verify that auditing the course will contribute to their professional development in their current position. In addition, the postdoc must apply as a non-degree student <https://grad.admissions.uiowa.edu/apply/applying-nondegree-graduate-student>.

After applying as a non-degree seeking student, postdocs should fill out the [Application to Audit form](#):

Additional campus services available to postdocs can be found in Appendix C.

## **Travel and Lodging**

### **Section 1. Travel and Lodging**

Postdoctoral Scholars (FP01). When Postdoctoral Scholars are required to travel related to their employment, they will be reimbursed for their travel and lodging expenses consistent with [III-22.1](#) of the Policy Manual.

NRSA Postdoctoral Fellows (FP02) and non-NRSA Postdoctoral Fellows (FP03). Postdoctoral Fellows who are required to travel as part of their fellowship will be reimbursed for their [travel and lodging expenses](#) by their funding agency consistent with university policy.

### **Appendix A: Sample Offer Letter**

### **Appendix B: Onboarding Checklists for Postdoctoral Appointees, Mentors, and Local Human Resources Representatives**

Onboarding helps ensure that postdocs have a smooth transition to the University of Iowa and to their new postdoc role. The downloadable checklists below provide guidance regarding what local HR, mentors, and postdocs themselves can do to assist in onboarding.

[New Arrival Checklist for Postdocs](#) [New Arrival Checklist for Mentors](#) [New Arrival Checklist for HR](#)

### **Appendix C: Campus Resources**

#### **University Resources for Postdoctoral Appointees**

[Faculty and Staff Disability Services](#). Workplace accommodations and health-related leave inquiries for campus postdoctoral scholars.

[UIHC Leave and Disability Administration](#). Workplace accommodations and health-related leave inquiries for healthcare/CCOM postdoctoral scholars.

[University Employee and Labor Relations](#). Workplace dispute resolution through ensuring reasonable, fair, and consistent application of university policies and procedures.

Postdocs in healthcare/CCOM are encouraged to contact UIHC Employee and Labor Relations at [UIHC ELR Contact].

[Office of Institutional Equity](#). Reporting of bias, harassment, discrimination, equity, free speech, and sexual misconduct concerns.

#### **Mental Health and Counseling Services**

The university has a number of mental health services available to postdocs. For the most up-to-date information, [visit this page](#).

#### [Employee Assistance Program](#)

The Employee Assistance Program provides integrated services to postdocs and family members to promote emotional well-being and to increase engagement and productivity among members of the UI community. All postdocs are eligible for EAP services such as confidential, short-term counseling, as well as referral to community resources.

#### [University Counseling Service](#)

Postdocs are eligible for free individual counseling, couples counseling, group counseling, outreach programming, support groups, and consultation services.

To view more options, [visit mentalhealth.uiowa.edu](http://visit.mentalhealth.uiowa.edu).

#### [Student Support and Crisis Line \(24 hours / 7 days per week support\)](#)

The Student Support and Crisis Line offer support that is available at any time, via chat, phone, or text. In partnership with CommUnity Crisis Services, the University of Iowa provides support for undergraduate students, graduate students, professional students, and postdocs.

Access the website here: [Find Help Here \(24 hours / 7 days per week\)](#)

[988 Suicide & Crisis Lifeline](#). Free and confidential support for people in distress, prevention, and crisis resources.

### **Campus Services Assistance and Wellness**

#### [Office of the Ombudsperson](#)

This Office of the Ombudsperson is a resource for any member of the university community with a problem or concern. They provide informal conflict resolution, mediation services, and advocacy for fair treatment and fair process. To address any challenges you may face, please review this [flow chart](#) of procedures and resources for postdoctoral scholars and fellows.

#### [Student Care and Assistance](#)

Student Care & Assistance provides assistance to University of Iowa students and postdocs experiencing crisis and emergency situations.

#### [Student Wellness](#)

Postdocs are eligible to receive services from Student Wellness. Student Wellness offers wellness consultations, group workshops, events and other programming for students on nutrition, fitness, stress management, alcohol and drugs, tobacco/e-cigarettes, sexual health, and sleep.

#### [Student Health](#)

Postdocs are eligible to receive services from Student Health. Student Health provides care to registered UI undergraduate students, graduate students, professional students, and postdocs. Student Health is staffed with medical doctors and physician assistants who are board-certified in family medicine, gynecology, and psychiatry.

### [Food Pantry at Iowa](#)

The Food Pantry at Iowa provides free nutritious food and basic necessities for University of Iowa students, graduate and professional students, postdocs, staff, and faculty. More information regarding hours, locations, and frequently asked questions can be found on the site linked above.

### [Clothing Closet](#)

Postdocs are eligible to use the Clothing Closet which provides up to five quality, new or used, attire items at no cost to be used for interviews, jobs, professional conferences, and more. They are free to keep and free of charge.

### [Transportation & Parking](#)

Postdocs are eligible for staff parking privileges in Hancher, Finkbine, and Hawkeye Commuter lots, as well as a discounted bus pass for Coralville Transit. Iowa City buses are free through July 2025. To purchase parking and/or bus passes, contact the Parking and Transportation office, located at 840 Evashevski Drive, 319-335-3824. The UI Cambus provides free bus service to the UI campus.

### [Off-Campus Housing Service](#)

The Off-Campus Housing Service provides resources for locating off-campus housing in Iowa City and surrounding areas.

### [University Recreational Services Membership](#)

Postdocs are eligible for discounted memberships through the [Recreation Membership Incentive Program](#) even though they cannot complete the Personal Health Assessment. To purchase a membership, visit the [Campus Recreation & Wellness Center](#), [Field House](#), or reach out to Shea McMurray ([shea-mcmurray@uiowa.edu](mailto:shea-mcmurray@uiowa.edu)).

### [Family Services](#)

Family Services provides information and resources for childcare, new parent resources, elder caregiving, veteran/military families, and flexible work arrangements.

## **Income Tax Resources**

[The Tippie College of Business](#) and [International Student and Scholar Services](#) provide income tax resources for postdocs.

## **Language and Culture Resources**

International Student and Scholar Services offers programming and resources for international scholars. The University offers English as a Second Language (ESL) courses, as well as a variety of more informal English language learning opportunities such as [Campus Conversation Partners](#) and [Communication Skills for Professionals](#).

### [University of Iowa Writing Center](#)

The University of Iowa Writing Center provides free, one-on-one consultations on any kind of writing project to any member of the University of Iowa community. This includes support with manuscripts, emails, personal statements, cover letters, scholarship and job application materials, and creative writing. They are located in room 110 of the English Philosophy Building and offer

video conference appointments and document review in addition to in-person appointments.

[Scientific Editing and Research Communication Code](#)

Helps researchers succeed with their funding efforts and scholarship by providing in-depth advice on how to maximize the clarity of scientific documents. *Please note that this is a fee for service program.*

**Appendix D**  
**Grievance**  
**Form**

**Coming soon.** Please contact the Associate Dean for Administrative Affairs in the Graduate College for more information on grievances.