

Postdoctoral Fellow Procedures and Policies: For Faculty

Postdoctoral fellows are people who have completed their doctoral degrees, who seek additional training at Stanford. They are appointed by the Office of Postdoctoral Affairs (OPA) for a minimum of 9 months and require sponsorship from a faculty member at the GSE. Appointments may not be extended before approval has been secured by the OPA. Faculty should expect about 2 months between when they've alerted staff that they'd like to appoint a postdoc to the actual start date. We need at *least* 8 weeks to process visas for international postdocs, so please plan accordingly.

Postdoctoral Scholars at Stanford must be supported by either Stanford grants and contracts, training grants, departmental or School fellowship funds, or external fellowship funds, or by a combination of these sources. Postdoctoral scholars may not be self-supporting. Scholars are normally appointed at 100% time. The pay for postdocs must meet [the University's minimum salary levels](#) (regardless of the source of funding). Postdocs using outside funding for their salary support, must provide a clear letter of support. If the outside funding does not meet the university minimums or does not include tuition or health insurance coverage, the faculty member sponsoring the postdoc is responsible for these costs. Each year, postdoc salaries increase.

Postdocs may have a total of 5 years (post degree) of research or training, after which they must be hired as staff (research associate, etc) via HR.

The Doctoral Program Officer in the GSE is the contact for postdoc appointments. Below are lists of some of the responsibilities of faculty to consider before entering into an agreement (including financial responsibilities):

Faculty should plan to provide the following:

- (For international postdocs) a PTA to which to charge the visa fees for the postdoc and his/her family, including shipping fees for the paperwork (\$200-\$500, depending on dependents and shipping costs)
- Office space or work station and a computer (unless otherwise arranged with the postdoc)
- Funding for registration costs (unless paid for by an outside fellowship). The registration is around \$150/quarter. If bringing on a postdoc during anytime within a quarter, the full fee must be covered (it is not prorated by the university).
- Funding for institutional costs of [health insurance benefits](#) (if outside fellowship pays for benefits, it must be confirmed that it will cover the full costs and not just the costs to the postdoc). If the postdoc is being paid by a grant on salary, the base institutional costs will be covered automatically. If the postdoc is not receiving a salary and/or is receiving outside funding, these costs must be discussed and agreement arranged prior to the postdoc accepting the offer. In all cases, the faculty sponsoring the postdoc is responsible for coverage of the institutional costs of health insurance selections (for the postdoc only) if no other source of funding is available.
- A clear description of the work expectations (including days/hours for work schedule)
- Provide [mentoring](#) in the way of goal setting, skill assessment, career-orientation and feedback
- A start date. The start date should be two months after the appointment paperwork is initiated. If possible it should be the first day of the academic quarter (to avoid additional registration fees). The GSE requires that it be the 1st or 16th of each month, and it cannot fall during the Winter Shut Down (please check the dates).