

Postdoctoral Fellow Procedures and Policies: For Postdocs

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 postdocs to consider before entering into an agreement (including financial responsibilities):

Postdocs:

- Go to the [postdoc orientation site](#) for an extensive kit of checklists and resources.
- Must find their own [housing](#) arrangements.
- Make sure all costs (including institutional [costs for health insurance and dependent coverage](#) are discussed with sponsoring faculty member).
- Assure hours and work expectations are clear before accepting position.
- Check in with faculty to make sure they are familiar with their responsibilities (see document on faculty responsibilities at <https://ed.stanford.edu/scholars>).