

September 4, 2003

CHA0048

To: Department Chairs, Directors, and MSOs

Fr: William A. Jury, Interim Executive Vice Chancellor and Provost

Re: Delegation, Implementation and Transition to the New Postdoctoral Scholar Policy (APM 390)

In response to the many questions precipitated by the newly issued APM-390 Postdoctoral Scholar Policy, I offer the following clarifications in regards to its implementation and transition:

As the postdoctoral experience is fundamentally educational in nature and after consultation with the Interim Graduate Division Dean Rabenstein, it is most appropriate to delegate the oversight of the policy implementation of APM-390 to the Graduate Division. The Graduate Division Dean has the authority to ensure compliance to the postdoctoral scholar policy, to review and approve any exception requests to the policy, and to adjudicate grievances pertaining to postdoctoral scholars' employment conditions and issues. Graduate Division will also be responsible for record keeping and reporting postdoctoral scholar employment data to the Office of the President. In addition, the Academic Personnel Office will work with the Graduate Division to provide transition guidelines to ensure the least amount of disruption during the implementation of the new postdoctoral scholar policy.

With respect to the delegation of appointment authority, the initial appointment and merit decision of a postdoctoral scholar will require Dean's approval. However, subsequent reappointment of postdoctoral scholars is further re-delegated to the department chairs or equivalent administrative officer. Consequently, the department chairs, equivalent administrative officers, or private investigators will be responsible to provide postdoctoral scholars written notice of appointment/reappointment (as specified in APM 390-21), and to ensure that annual review of postdoctoral scholars is conducted in line with APM 390 and campus policy. A sample letter of appointment notification will be available online for this purpose. Copies of the appointment/reappointment notification should be forwarded to the college Dean's Office and the Graduate Division.

A complete UCR Postdoctoral Scholar Policy and transition guidelines as well as campus-wide training sessions will be forthcoming. In the meantime, if you have any questions, please direct them to:

- For policy implementation questions, please contact Linda Scott, Director of Student Affairs, Fellowships, and Employment in the Graduate

Division, by phone at x8-3387; email: gdivls@pop.ucr.edu

- For transition issues and questions, please contact Marianne Liu Beckett, Principal Administrative Analyst in the Academic Personnel Office, by phone at x8-3385 or by email at marianne.beckett@ucr.edu.

Cc: Deans Angle, Byus, Duffy, Chung, O'Brien, Rabenstein, Tripathi
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