I. Selection
   A. Application for appointment as a research postdoctoral fellow can be made by applicants holding a doctoral degree.

   B. Each department shall establish a system of recruitment and evaluation of applicants on the basis of their ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

   C. No department shall discriminate on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic.

II. Appointment
   A. Initial appointments shall be made for a period of up to three years with reappointment on an annual basis. Reappointments are not guaranteed and are based upon the fellow’s satisfactory progress in the program and available funding to support the position.

   1. Six years is the total time allowed for appointment as a postdoctoral fellow. In some circumstances, the six-year time limit may be exceeded for a period up to 12 months. Guidelines should be in place in each department in order to justify extending the training period. Fellowships extending beyond six years must be reviewed and approved by the Associate Dean for Postdoctoral Affairs.

   2. Extension requests beyond 7 years will be considered only under extreme or extenuating circumstances. Any request for an extension beyond 7 years must be submitted in writing at least 3 months prior to the end of the current appointment period.

   B. The offer of appointment shall be made by issuance of an offer letter and designate the specific department of the appointment, the PGY entry level, with corresponding stipend level, health insurance and benefits information, and the vacation allotment specified as part of the agreement.

   C. Acceptance of the appointment shall be indicated by return of a signed copy of the offer letter to the faculty preceptor. The signed document shall be maintained in departmental files.
III. Evaluation

A. An Individual Development Plan (IDP) for postdoctoral fellows provides a means to 1) develop a vision for the postdoctoral fellow’s career and 2) identify long-term and short-term goals for both a research plan and the professional development of the postdoctoral fellow. Both postdoctoral fellow and the PI prepare an annual IDP that includes discussion points, short-term and long-term goals, and a review of milestones. The details of the meeting should be kept confidential. These meetings will facilitate an ongoing process and provide a framework in which postdoctoral fellow and PI move towards achieving shared specific goals. By focusing on an individual’s specific skill set, interests, and goals, it is anticipated that a highly successful plan can be developed and implemented.

B. The annual stipend paid to a postdoctoral fellow is based upon the relevant years of experience, as determined by the department. Relevant experience may include research experience (including industrial), teaching assistantship, internship residency, clinical duties, or other time spent in a health-related field beyond the qualifying doctoral degree.

IV. Non-Renewal

A. Performance: On-going evaluation will be made. If performance is deemed unsatisfactory and attempts at correcting the problem have been unsuccessful, a written notice of non-renewal shall be provided no later than four months prior to the end of the current period of appointment. However, if the primary reason(s) for the nonrenewal occurs within the four months prior to the end of the agreement, the program shall provide the postdoctoral fellow with as much written notice of the intent not to renew as the circumstances will reasonably allow.

1. In situations which may lead to the imposition of probation, suspension or dismissal, the Johns Hopkins University School of Medicine policy on "Probation, Suspension and Termination Policy for Postdoctoral Trainees" will be followed.

2. A fellow in receipt of a notice of non-renewal is entitled to utilize the "Grievance Procedure for Faculty, Fellows and the Student Body."

B. Funding: Departments are expected to make clear to the postdoctoral fellow that their position is dependent upon continuation of funding that supports the position. If funding is terminated and fellows must be terminated as a result, departments must provide no less than four months notice of termination to fellows who are affected.

C. Voluntary Resignation: Fellows who wish to leave their current appointment prior to the appointment end date shall provide the department and faculty preceptor with one-month notification, unless otherwise determined by mutual agreement.

Approved by the Postdoctoral Advisory Board

August 8, 2014