



## SELECTION, APPOINTMENT, AND EVALUATION OF POSTDOCTORAL FELLOWS

### 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. It is recommended that each department should designate a Postdoctoral Fellowship Program Director to oversee all aspects of postdoctoral fellowship training.
- 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. **No postdoctoral fellow may be supported by self or family funding. In addition, no administrative fees can be charged for postdoctoral fellows' appointments. Administrative fees include, but are not limited to, mentor fees and other additional assessments.**
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 (post graduate year) entry level, with corresponding stipend level, health insurance and benefits information, and

vacation allotment specified as part of the agreement. Previous postdoctoral research fellowship experience may be considered in the determination of the PGY level. Any deviation from this determination must be justified in writing.

- C. Requests for a part-time postdoctoral fellow appointment will be considered upon a justified request submitted to the Associate Dean for Postdoctoral Affairs. Due to the Fair Labor Standards Act (FLSA) regulations, part-time postdoctoral fellows are non-exempt, and are eligible for overtime pay. All reported hours must accurately reflect all actual hours worked, and the reported hours will form the basis of the actual compensation received in each paycheck for a part-time postdoctoral fellow.
- D. Acceptance of the appointment shall be indicated by the return of a signed copy of the offer letter to the faculty preceptor. The signed document shall be maintained in departmental files.

## **II. 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. Previous postdoctoral research fellowship experience may be considered in the determination of the PGY level. Any deviation from this assessment must be justified in writing (as previously stated above.) Relevant experience may include research experience (including industrial), teaching assistantship, internship residency, clinical duties, or any 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 to correct the problem have been unsuccessful, a written notice of non-renewal shall be provided to the postdoctoral fellow no later than four months prior to the end of the current period of appointment. However, if the primary reason(s) for 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 to not renew as the circumstances 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 may appeal a notice of non-renewal to the Dean of the School of Medicine by notifying him/her in writing within 7 days of the decision. The Dean's review will be limited to review of whether the procedures set forth in this policy were followed and his/her decision will be final.
- 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. In the event the faculty preceptor leaves the institution prior to the end of the required 4 months notice period to the fellow, the department must cover the salary cost for the duration of the notice period.
- 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 Revised 11/30/17 Updated 3/6/18
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