

**UNIVERSITY OF ROCHESTER**  
**SCHOOL OF MEDICINE AND DENTISTRY**

**POST DOCTORAL APPOINTMENT POLICY**

Post Doctoral appointments in the School of Medicine and Dentistry (SMD) are made in conformity with this policy, which is implemented by the Senior Associate Dean for Graduate Education.

**Definition of Post Doctoral Appointee**

Post Doctoral Appointees are individuals who have earned the Ph.D., M.D. or equivalent doctoral degree and who accept an appointment in the SMD on a full time basis for a limited period to continue research and professional training and experience under the supervision of a faculty member. The Post Doctoral experience is intended to contribute to the maturity of the scientist in preparation for an independent career. The title of Post Doctoral Appointee is not to be used for individuals who are appointed as Clinical Fellows or Residents.

**General Conditions of Appointment**

1. *Written offer.*

All Post Doctoral appointments are to be made through an offer letter which provides the specifics of the appointment and is signed by both the Post Doctoral Appointee and his or her supervising faculty member ("Advisor").

The letter is to be co-signed by the department chair or center director who will be administratively responsible for the appointment.

A template for such a letter is attached as an exhibit to this policy.

2. *Duration of Appointment or Re-appointment.*

Post Doctoral appointments are for an agreed upon period with a specific starting date. Assuming satisfactory performance and mutual agreement, reappointment is permissible when funding to cover the proposed appointment period is available.

3. *Stipend.*

The Appointee's stipend is to be specified in an amount agreed to by the Appointee and the Advisor

4. *Evaluations.*

At the end of each year of service the Advisor is to provide to the Post Doctoral Appointee a written evaluation of his or her progress. A copy is to be forwarded to the Senior Associate Dean for Graduate Education.

5. *Resolution of Disagreements.*

When the Advisor and Post Doctoral Appointee cannot themselves resolve a disagreement relating to the appointment, the issue will be considered by the department chair or center director and, failing resolution at that level, the chair or director should refer the matter and a recommended solution to the Senior Associate Dean for Graduate Education. Ordinarily, the Senior Associate Dean's decision is final. However, if the matter is still in dispute, either party may submit it to the Dean of the School of Medicine and Dentistry, who may elect or decline to hear it. There are no appeals beyond the Dean.

6. *Resignation.*

If a Post Doctoral Appointee elects to resign his or her appointment prior to the ending date indicated in the appointment letter or subsequent written understandings, the Post Doctoral Appointee is expected to provide a minimum of one month's notice.

7. *Termination.*

A Post Doctoral Appointee may be terminated only after the Advisor has first notified the Appointee of his or her specific deficiencies. The notice should be made in writing, with a copy to the Senior Associate Dean. The notice should provide a reasonable period of time to remedy any deficiencies that can be remedied.

If the identified deficiencies are not remedied within the time allowed, then the Advisor will, with the advice and consent of the department chair (or center director), terminate the Post Doctoral Appointee.

In those circumstance in which the need to terminate a Post Doctoral Appointee is more pressing than the process described above will allow, the matter may be presented to the Senior Associate Dean and the Senior Associate Dean's Advisory Committee for their review. If they determine that an immediate termination, or suspension pending further investigation or procedures is warranted, such immediate actions will be taken.

8. *Property.*

When departing SMD, whether at the end of an appointment or by resignation or termination, the Post Doctoral Appointee must leave behind with his or her Advisor all original laboratory notebooks, data, specific reagents and study elements such as cell lines, unique compounds, and University property. All these should be left in a condition which will permit uninterrupted continuation of the work.

9. *Other Policies.*

Post Doctoral Appointees are subject to the generally applicable rules, regulations and policies of the University of Rochester and SMD, including but not limited to those relating to intellectual property, conflicts of interest, sexual harassment, respect for racial and ethnic diversity, academic honesty and campus safety and security.

10. *Responsibilities of the Advisor.*

The Advisor is expected to treat the Post Doctoral Appointee as a colleague while at the same time mentoring him or her in the performance of high quality research leading to timely publication. Mentoring also includes encouraging and helping the Appointee to define and develop a career direction, and to prepare publications, presentations, and applications for extramural support.

11. *Responsibilities of the Post Doctoral Appointee.*

Post Doctoral Appointees have obligations to their faculty Advisors, the SMD, and University. These include conscientious and ethical efforts to accomplish the research responsibilities outlined at the time of acceptance of the appointment, maintenance of appropriate laboratory records, compliance with good laboratory practices and care for unique facilities, equipment, and special materials such as animals and cell lines. The Appointee must discuss research findings with the faculty Advisor and avoid disclosures without the Advisor's consent, behave with congeniality and respect for colleagues, and conform to applicable policies, as described above. The University of Rochester Policy on Intellectual Property Policy and Technology Transfer (available at [www.urmc.rochester.edu/techtransfer/PDF/IP%20Policy.pdf](http://www.urmc.rochester.edu/techtransfer/PDF/IP%20Policy.pdf)), by which the University acquires, retains and protects rights in intellectual property and tangible research property produced by University personnel or with the significant use of University resources, applies to Post Doctoral Appointees.

12. *Benefits.*

Post Doctoral Appointees are eligible to participate in a University medical benefits plan for themselves and their families. They also participate in the Short Term Disability Plan with limits prescribed by New York State statutes.

Other benefits may be available. Post Doctoral Appointees should check on their eligibility for such benefits.

13. *Changes.*

SMD reserves the right to make changes in this policy from time to time. No period of advance notice is required to make such change