

## **RSENR Policy on Post-Doctoral Terms and Advancement**

Purpose: To ensure that Post-Doctoral employees in the Rubenstein School and their mentors understand the terms of Post-Doctoral appointments and opportunities for advancement.

Context: Terms and conditions for Post-Doctoral employment at UVM, including benefits, are outlined here: <https://www.uvm.edu/hrs/postdoctoral-associates-fellows-overview>.

### Policy

1. Consistent with UVM policy, the term of a Post-Doctoral appointment is limited to five years at UVM and will terminate after this term. (But see #5 below.) Post-Doctoral employees and their mentors should plan accordingly.
2. Consistent with UVM policy, Post-Doctoral employees may teach up to two (2) course equivalents per annual appointment. In the RSENR one course equivalent is set 10% FTE for Post-Doctoral employees. So, a Post-Doctoral employee may seek up to 20% FTE in teaching support, if available. For further information see the UVM guidance cited above and the [RSENR Workload guidance](#).
3. Post-Doctoral employees approaching the end of their 4th year may petition to transition to a Research Associate at the end of their 5th year and may request early consideration at end of their 3rd year, for promotion at the end of their 4th year. To initiate this process any full-time, tenure track or tenured professor may arrange to send the following materials to the RSENR Associate Dean for Research:
  - a. A nominating letter that explains why an appointment as a Research Associate in the RSENR would be a benefit to the Post-Doctoral employee and to the RSENR
  - b. A supporting letter from a Program Director for the program with which the employee will be associated as a Research Associate
  - c. A summary by the candidate that explicitly describes their research plans, their guaranteed source(s) and level of support, and the likelihood of future support for the Research Associate position.
  - d. A recent CV for the candidate
4. The Associate Dean for Research will charge the RSENR Faculty Standards Committee (FSC) to review these materials. If the FSC supports this nomination, they will prepare a seconded motion for consideration by the RSENR faculty and will arrange for the candidate to describe their future research plans to the faculty in an open meeting. Following this open meeting and the introduction of the seconded motion by the FSC, the RSENR Dean's office will prepare an electronic ballot for eligible faculty to vote. If a supporting vote is returned, the Dean of the RSENR will decide whether to offer an appointment and prepare the necessary appointment letter.
5. Once appointed as a Research Associate the appointment is renewable annually assuming sufficient supporting funds continue as described in section 14.10.f.i of the full-time faculty

Collective Bargaining Agreement.

6. Post-Doctoral employees who seek an appointment as a Research Associate are *not* eligible to request Bridging Support (as described in section 14.10.f.ii of the full-time faculty Collective Bargaining Agreement) to achieve this end. Thus, Post-Doctoral employees who wish to continue employment in the RSENr as a Research Associate should plan well in advance to ensure that adequate funding is available to support a Research Associate position.
7. To maintain full benefits, Post-Doctoral employees who transition to Research Associate position should plan to maintain a minimum of 75% over an annual appointment period. The RSENr will offer 5% FTE to support service and grant writing activities. As noted above, the RSENr may offer up to 20% FTE (2 course equivalents) in teaching assignments but is not obligated to do so.
8. Post-Doctoral employees who successfully transition to a Research Associate appointment are *not* automatically eligible for further promotion to either a higher Research Faculty or Tenure Track Faculty position. Should such a position become available the Research Associate is welcome to apply per the guidance for that open search.
9. At their discretion, the Dean of the RSENr may use the Research Associate position in ways other than described in this policy, with terms and conditions that differ from this policy.