

MEMORANDUM

Date: 5/22/2007

To: Departmental Business Managers, Human Resource Managers, and Payroll Representatives

From: James Siedow, Vice Provost for Research *JNS*
Sally Kornbluth, Vice Dean for Basic Sciences *SA**

Re: Delay in Release of Postdoctoral Policy and Creation of New Personnel Subarea and Job Code for Postdoctoral Appointments

Duke University is in the final stages of creating a new campus-wide postdoctoral policy. Key points in the new policy were previewed with the business and HR managers within the Provost Area and the School of Medicine, and the policy has benefited greatly from this input.

The Duke University Postdoctoral Policy was originally scheduled to be released on July 1, 2007. However, this release date has been delayed so that we can better identify postdoctoral appointees across campus before implementing the policy.

The delay in release of the policy also means a delay in the release of the new Postdoctoral Insurance Plan administered by Garnett Powers and Associates. Postdocs will remain eligible for the Duke insurance plans until further notice.

In order to better track Duke postdocs, a new **Personnel Subarea (PSA)** has been created in SAP (**PSA 0028, Postdoc**). All current Research Associates (and their associated positions) who were identified as postdocs will be reassigned automatically to this new PSA. The effective date associated with these transactions will be July 1, 2007. **Please note that only individuals previously identified by departments as postdocs will be changed automatically. The status for all others in the Research Associate job code will remain unchanged for now.**

In addition to the creation of a new PSA, a new job code and title have been created. **This new job code is 3820 and the title is Postdoctoral Associate.** This new title is more descriptive and better aligns with the policy. Job Code 3820 is effective July 1, 2007. **When creating a new position or hiring a new postdoc after July 1, 2007, use Job Code 3820.**

We request that you use the following guidelines:

- Reclassify any vacancies for use after July 1, 2007 to the new job code and the new PSA.
- Any new position with an effective date of July 1, 2007 or later should be created using the new job code and new PSA.
- As current appointments are renewed, reclassify the position to the new job code effective the beginning of the reappointment.

Finally, as a reminder, the new salary minimum for current and new postdoctoral appointees at Duke University is \$32,000, effective July 1, 2007. **The delay in the release of the policy does not affect the new salary minimum.** For details on the new salary minimum, please see the memorandum to Deans, Departmental Chairs, and Business Managers from Provost Peter Lange and Dean Sandy Williams dated March 21, 2007.

For questions about the new Postdoctoral Policy or salary policy, contact Molly Starback, Director, Office of Postdoctoral Services, at 681-7192 or molly.starback@duke.edu

For questions about the position management process or salary setting, contact your Management Center.