

Updated May 22, 2023

3. Terms of Appointment

3.1 Full-Time Appointments: Professional/administrative staff work on a full-time basis (35 hours/week). As a professional/administrative employee, additional hours may be necessary to fulfill the requirements of the job. The total term of Postdoc Fellow appointments may not exceed six (6) years including previous postdoctoral experience at other institutions. Extensions may be granted in exceptional cases (see Section 4.1, below) by the VPR and will be reviewed annually.

In addition to research and scholarship responsibilities, appointments may also include teaching responsibilities. See Appendix II for the Affordable Care Act's guidelines on calculating teaching hours.

3.2 Part-Time Appointments: The University maintains that effective and meaningful training for Postdoc Fellows requires full-time commitment by the scholar and the University. As such, Postdoc Fellows at Boston College are ordinarily appointed in full time status.

However, this Policy does allow for part-time appointments on a limited, case-by case basis. If a part-time appointment is requested by the appointee, such request must be clearly stated in the offer letter, with the understanding that the appointee may perform and be compensated for additional University services or outside employment, up to but not exceeding full-time. Moreover, evidence must be provided that such a part-time appointment is consistent with the rules of the funding source and with the visa requirements of appointees who are not U. S. citizens or permanent residents. Part-time appointments must be approved by the VPR.

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of the appointment. Appointments may be extended on a yearly basis and will be reviewed annually by the VPR, up to six years total. In exceptional cases, the appointment may be extended beyond the six-year limit, which is inclusive of postdoctoral experience at another institution. The Faculty Mentor and Postdoc Fellow are encouraged to hold regular, on-going conversations about the Postdoc Fellow's transition out of the appointment.

4.2 Termination of Appointment: The appointment may be terminated by mutual agreement between the Postdoc Fellow and Faculty Mentor, when the Postdoc Fellow is found to have violated the expectations detailed in the policy, or when funding support for the appointment ends.

If during the appointment the Postdoc Fellow is found to have violated the expectations detailed in this policy, the University may terminate the appointment. In such instances, the Faculty Mentor shall consult with the Department Chair, the VPR, and Human Resources. These early terminations will be considered on a case-to-case basis. In the event of early termination, a written dismissal notice shall be issued to the Postdoc Fellow.

In instances where funding support for the appointment ends, the University may terminate a Postdoc Fellow appointment with 60 days written notice from the Faculty Mentor to the Postdoc Fellow. Finally, in instances of resignation, a Postdoc Fellow is expected to provide at least 30 days written notice to the Faculty Mentor.

The VPR will conduct an exit interview at the conclusion of the Postdoc Fellow's appointment.

4.3 Responsibilities at End of Appointment: Regardless of whether a Postdoc Fellow's appointment ends due to resignation, lack of funding, or dismissal for cause, a Postdoc Fellow has certain responsibilities to meet at the end of appointment. First, it is recommended that the Postdoc Fellow work with his or her Faculty Mentor to submit research results, if any, for publication by the end of appointment, if possible. Second, the Postdoc Fellow must leave all original notes, computerized files, equipment, documents, and any other tangible materials in his or her possession with his or her Faculty Mentor prior to departure. Such materials and information are at all times the property of the University and the University retains the right to own, disclose, and use such materials and information at any time and for any purpose during and after the appointment.

The Postdoc Fellow may copy notes, computerized files, and other research materials that he or she helped generate during the appointment **only** with prior, written permission to do so from his or her Faculty Mentor **and only** if such reproduction is permitted under the terms of any applicable grant agreements or other contracts. Moreover, future use of any such material and information by the Postdoc Fellow is limited by the terms of any applicable grant agreements or other contracts. Any confidential information obtained by the Postdoc Fellow during his or her appointment must remain strictly confidential and may be disclosed only in accordance with federal or state law, University policy, and the terms of any applicable grant agreements or other contracts.

5. Stipend Level

Until 9/1/23, the University has formally adopted the NIH/NRSA guidelines as the minimum salary to be paid to Postdoc Fellows. The NIH/NRSA salary levels, which are adjusted annually, are based on the Postdoc Fellow's years of research experience prior to the appointment. Should the FLSA dictate a minimum salary threshold for exempt status that is above the NIH/NRSA guidelines, the University shall use the FLSA minimum salary as the minimum salary to be paid to full-time Postdoc Fellows. Departments will be responsible for ensuring each Postdoc Fellow is paid at least the new minimum salary every year.

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For the projected NIH/NRSA guidelines for the current fiscal year, please visit the NIH website:

[://www.nih.gov/od-23-076](https://www.nih.gov/od-23-076). Please note that NIH/NRSA salary minimums are subject to change.

Effective September 1, 2023, Boston College will be implementing an increase in minimum salaries for postdocs. This increase will be phased in over the course of two years, with the minimum salary for postdoctoral researchers with no prior postdoc experience reaching \$65,000 by June 1, 2024. Importantly, these salary increases will be scheduled on each employee's hire anniversary date.

Below, please find the two-year plan for postdoc salaries.

Effective September 1, 2023: Minimum Salaries for BC Postdocs

Years of Experience	Minimum Salary
0	\$61,000
1	\$62,220
2	\$63,464
3	\$64,734
4	\$66,028
5	\$67,349
6	\$68,696
7+	\$70,070

Effective June 1, 2024: Minimum Salaries for BC Postdocs

Years of Experience	Minimum Salary
0	\$65,000

1	\$66,300
2	\$67,626
3	\$68,979
4	\$70,358
5	\$71,765
6	\$73,201
7+	\$74,665

6. Benefits

Boston College provides a broad and competitive range of benefits in order to promote the health and general well-being of its workforce. In addition to comprehensive health and dental insurance plans, the University offers many other benefits, including various types of

- ! Collegial conduct towards members of the research laboratory and others,
- ! Compliance with all applicable University policies and applicable terms of any sponsored agreement which provides support for the Postdoc Fellow, and
- ! Completion of the Research and Scholarship Integrity program within the first two years of the Postdoc Fellow's appointment.

8. Obligations of Faculty Mentors

The principal purpose of a Postdoc Fellow appointment is to acquire the professional skills needed to pursue a career path of the Postdoc Fellow's choosing.

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During the appointment, the Postdoc Fellow is expected to acquire the professional skills needed to pursue his or her chosen career path. The Faculty Mentor is expected to support and encourage the development of these skills by working with his or her Postdoc Fellow to develop a plan of research and goals for the appointment. Both the Faculty Mentor and the Postdoc Fellow must approve the plan. Other obligations of the Faculty Mentor include:

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Appendix I: Determining Adjunct Hours of Service

The Internal Revenue Service has outlined two options for universities to determine the number of hours that adjunct faculty work when teaching in order for Universities to be compliant with the Affordable Care Act. Boston College has decided the “safe harbor” option is the most efficient method to calculate the hours needed in teaching a course. The Policy also uses this calculation when determining the teaching hours of Postdoc Fellows.

For Postdoc Fellows, the time needed for teaching is considered part of the 40-hour work week. Their other responsibilities should be adjusted accordingly to accommodate the calculated hours needed for their teaching responsibilities. Below is the calculation, which is based upon course credit hours and number of courses taught.

Postdoc Fellows will be credited with (a) 2.25 hours of service (representing a combination of

Appendix II: Postdoctoral Research Associate Teaching Policy

Some postdocs may wish to teach in order to gain more teaching experience as they prepare for a job in academia. This policy describes how postdocs may be paid for teaching courses. This policy applies to courses taught at any time of day, whether before 4 p.m. or in the evenings.

These teaching appointments are temporary and part time. Postdoc teaching appointments require approval and cooperation from two entities. First, the PI must approve the postdoc's teaching role, in accordance with the needs of the postdoc role. Second, a teaching position must be offered and approved by the department chair in the department staffing the course. Teaching positions are not guaranteed and are subject to the availability of courses in each department.

This policy applies to postdocs, not to other lab staff. Postdocs are limited to teaching no more than one course per semester. The pay for supplemental teaching positions is provided by the University, not by the grant which funds the postdoc.

Internally Funded Postdocs

In situations where the postdoc is not grant funded, but is instead funded on start-up or university funds, the postdoc must still get permission from their PI to teach and arrange to make up all hours for their full-time research role. In these cases, they may be paid as a supplement for the teaching position. This applies to courses taught during the day and evening. Some internally funded postdocs may also have teaching as part of their agreed-upon job responsibilities, in which case they are not paid as a supplement.

Grant Funded Postdocs - Teaching for Supplemental Pay while Maintaining 100% Effort on Grant