**Postdoctoral Scholar – Employee**

**Civil and Environmental Engineering**

**Appointment/Extension Request Form**

**(paid from CEE funds)**

To request a proposed appointment or extension for a Postdoc Employee **funded from CEE funds**, faculty sponsors should complete all sections below and forward to Lyniel Takahashi in 760 Davis Hall (takahashi@ce.berkeley.edu) by the stated deadline. Your request will then be forwarded to Shared Services Team 2 for processing. Postdoc Employee appointments funded from ERSO funds should be submitted directly to Team 2. Postdoc definitions and additional information are available on the [VSPA](http://vspa.berkeley.edu/) website. *Requests must come directly from the faculty sponsor. Exceptional requests regarding the deadlines should first be forwarded to our department chair for consideration.*

Individuals who possess a Ph.D. conferred less than three years ago and have never held a faculty position can be appointed as a Postdoc Employee. Minimum appointment duration is one year at 100% time. These contract appointments are typically approved one year at a time and are limited to three years, including previous postdoc experience. Exceptional approval is required for appointment requests of less than one year or less than 100% time. Postdocs are required to submit monthly timesheets and as faculty sponsor you will need to complete an annual performance evaluation.

The campus has a minimum compensation policy for all postdocs, currently starting at **$48,216** annually with no prior experience, effective December 1, 2016. Current minimum rates based on total postdoc experience are available at <http://apo.berkeley.edu/Postdoc_Scholar_Series_Eff12-1-16-T23.pdf> . All Postdocs are eligible for a mandatory 2% increase annually.

The department will assess a fee of $500 for appointment, and each extension, of all Postdoctoral Scholars. The fee can be paid by either the faculty sponsor or the visitor. This fee covers the direct administrative costs of processing the appointments and other support services such as computing. If paid by the faculty sponsor, the fee may be recharged to a faculty sponsor’s research account or discretionary account subject to the terms governing the accounts. **If paid by the visitor, proof of payment via bank wire transfer or check must be included by the faculty sponsor with the appointment/extension request by the stated deadline.**

Effective July 1, 2015, a $500 fee is charged by the Berkeley International Office for all new J-1 visa requests ($250 for extensions). Faculty sponsors can elect to cover this fee. Postdocs pay a low monthly co‑premium for their health insurance coverage. Information regarding Postdoc Health and Welfare Benefits is available on the [VSPA website](http://vspa.berkeley.edu/postdoc-health-and-welfare-benefits).

**Deadlines for Appointment and Extension Requests**

Feb. 1: Deadline for all summer session appointments
May 1: Deadline for all fall semester appointments
Sept. 15: Deadline for all spring semester appointments

**FACULTY SPONSOR INFORMATION:**

|  |  |
| --- | --- |
| **Today’s Date** | Click here to enter a date. |
| **Faculty Sponsor** | Click here to enter text. |
| **Faculty Sponsor Signature** | Click here to enter text. |
| **Planned extended leaves during visitors stay** | Click here to enter text. |
| **Desk Assignment****(building and room)** | Click here to enter text. |
| **Program Leader Approval** | Initial: Click here to enter text. (Appointment/Extension)Initial: Click here to enter text. (Desk Assignment - if applicable) |
| **Department Approval** | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Desk Assignment - if applicable) |

**POSTDOC SCHOLAR INFORMATION:**

|  |  |
| --- | --- |
| **Name (FAMILY)** | Click here to enter text. |
| **Name (FIRST)** |  Click here to enter text. |
| **Gender** | [ ]  **Male** [ ]  **Female** |
| **Complete the** [**Request for Postdoc Appointment**](http://www.erso.berkeley.edu/erso/sites/default/files/uploads/PostdocApptProcessandForm.pdf) **form and** **submit with this request, along with the required documentation.** |

Exceptions to appointment length:

You will be asked by ERSO Team 2 to provide a signed memo requesting appointments which initially exceed one‑year or appointments of less than one year. The latter requires campus approval.

**Please print your completed form, have your program leader sign-off and forward all to Lyniel, along with the completed and signed Request for Postdoc Appointment form. *Requests for exceptional approval to submit requests after the stated deadlines should first be directed to the Chair.***

**MANDATORY FEES:**

***Can be paid by either the Faculty Sponsor or Postdoc. Please indicate whether the postdoc will cover these fees or whether you would like to cover either fee.***

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| --- | --- | --- |
| **CEE** **Department** **Fee****$500 – Appts/Extensions** | **Visitor to Pay?** |  [ ]  **Yes**  [ ]  **No*****If yes, proof of payment via bank*** [***wire transfer***](http://www.ce.berkeley.edu/sites/default/files/assets/hr/Wire%20Transfer%20Procedures%20%28January%202017%29.pdf) ***or check (see below) must be included with the appointment/extension request by the stated deadline.*** |
| **If paid by****Faculty Sponsor** | **Chart- String:** Click here to enter text. **Fund Manager**: Click here to enter text.  |
| [**J-1 Visa Fee**](http://internationaloffice.berkeley.edu/ucb_departments/recharge_fees)**$500 - New Appts****$250 – Extensions****$250 - Expedite** | **Visitor to Pay?** |  [ ]  **Yes**  [ ]  **No**  [ ]  **Not Applicable**   |
| **If paid by****Faculty Sponsor** | **Chart- String:** Click here to enter text. **Fund Manager**: Click here to enter text.  |

**IMPORTANT – *Fees paid by Visitor***

**If your visitor will cover the fees please ask them to include all fees in their initial** [**wire transfer**](file:///S%3A%5Cpersonnel%5C1-Team%202%20%28ERSO%20Shared%20Services%29%5C1%20-%20Visiting%20Scholars%20and%20Postdocs%5CWire%20Transfer%20Procedures%20%28January%202017%29.pdf)**. This will save them from paying multiple bank service fees. For convenience, fees paid via check may also include all fees in their initial check.**

**Payment of CEE Department Fee**

Click [here](file:///S%3A%5Cpersonnel%5C1-Team%202%20%28ERSO%20Shared%20Services%29%5C1%20-%20Visiting%20Scholars%20and%20Postdocs%5CWire%20Transfer%20Procedures%20%28January%202017%29.pdf) for Wire Transfer Procedures.

If paid by check, your check or money order must be:

1. Drawn in U.S. funds, by a bank having business relationship with a U.S. bank;
2. Dated no older than 60 days; and,
3. Payable to “UC Regents”

|  |
| --- |
| **DO NOT COMPELTE THIS SECTON** |
| **Request Received** |  | **Deadline Approved** |  |
| **Copy of CV Rec’d?** |  | **COA to FinAnalyst** |  |
|  **Desk approved?** |  | **Forwarded to Team 2** |  |