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Memorandum

To: The NYU Research Community
From: Paul M Horn 
Date: December 2011

As you know, in September we opened the Office of Postdoctoral Affairs on the Washington Square campus. In late October, Dr. Christine Ponder came on board to run the Office; she is under the oversight of Dr. Keith Micoli, Executive Director of the Office of Postdoctoral Affairs at the School of Medicine and Marti Dunne, Associate Vice Provost for Research Compliance and Administration at Washington Square. Christine's most recent position was as a postdoc at Rockefeller University, giving her a uniquely well-suited expertise for this position. I hope you will contact her with any concerns or suggestions on how OPA can best serve your postdocs (x. 82194 or cap11@nyu.edu).

We recently posted a policy for postdoctoral appointments, <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/postdoctoral-appointments-policy-for-nyu-washington-square.html> which was developed with a faculty committee and vetted through both the Research Deans and the Faculty Senate Personnel and Affirmative Action Committee. The policy is intended to provide uniform guidelines for postdoctoral appointments across the university. It reflects NYU's commitment to providing continuing professional education and training to recent postgraduate scholars through this transitional career period and acknowledges their important role in the NYU research community.

I'd like to call your attention to a few aspects of it:

- Section 1.3, Appointment Letters - The new Office of Postdoctoral Affairs must provide final administrative approval of postdoctoral appointment letters, preferably at the time of offer, but in any case prior to the actual appointment. This is not intended to be an added bureaucracy. We need to know who the postdocs are in order to provide them with a variety of services and to ensure consistency of appointments. Since postdoctoral status is dependent on a particular career phase, it is important to include the candidate's CV with the offer letter. It is up to the department or school to determine the mechanism for obtaining this approval. Christine will work with your department to make arrangements.

- The university has also created a job class code to designate the postdoc status of certain code 103 and 542 employees. (017055 – Post-Doctoral Associate) This code should be applied to all newly appointed postdoctoral researchers and will apply to all appropriate reappointments in September. We are hopeful that the use of this code will enable us to identify postdocs electronically without continually requesting names from the departments.
- Finally, the university will determine minimum annual salaries for Associates, as stipulated in section 1.6. This pay scale will normally be tied to the rate paid by the National Institutes of Health National Research Service Award for people with a doctoral degree with 0 years of experience (currently \$38,496). Stipends for fellows are generally tied to sponsor requirements and may be supplemented by institutional funds, when necessary.

Look for upcoming announcements for activities for your postdocs. And please let Christine know of any concerns or feedback on this new program as it develops.