

**NC STATE**

The Graduate School

# **Resource Handbook for Postdocs and House Officers**



## **Office of Postdoctoral Affairs**

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# **Welcome to NC State University**

## **Welcome from the Office of Postdoctoral Affairs**

The Office of Postdoctoral Affairs is happy to welcome our new postdoctoral scholars and house officers to NC State and the Raleigh area! Our postdocs and house officers provide invaluable contributions to the research and scholarship of our institution.

As of 2017, there are approximately 350 postdoctoral scholars across 10 colleges and affiliated centers at NC State University, as well as approximately 100 house officers in our College of Veterinary Medicine. We are proud to have a diverse postdoc population that spans across disciplines, backgrounds, and countries around the globe.

We hope that the following handbook will serve as a resource to you throughout your tenure as a postdoc at NC State. The Office of Postdoctoral Affairs and the Graduate School are always available as an advocate for your needs, a confidential source for advice, and a resource for professional development.

Welcome to the Wolfpack!

**Nicole Ditillo**, Program Manager  
Office of Postdoctoral Affairs

**Dr. Laura Demarse**, Assistant Dean  
The Graduate School

**Siarra Dickey**, Manager of Graduate Appointments, Fellowships, and Postdocs  
The Graduate School

# Office of Postdoctoral Affairs Overview

## About Us

Postdoctoral scholars and house officers are a vital part of the research and scholarship at NC State University. The NC State Office of Postdoctoral Affairs (OPA) was established on August 1, 2008 to serve as a clearinghouse for information related to postdoctoral appointments, as well as to provide programs, resources, and support to postdocs and house officers.

The Office of Postdoctoral Affairs serves both postdoctoral scholars and house officers\*:

*Postdoctoral Scholars* are individuals who have earned a terminal degree and who are engaged in temporary research, teaching, and scholarship-based training positions at the university. Postdoctoral scholars work across academic colleges and centers at the university.

*House Officers* are individuals who have earned a DVM or equivalent degree, and who are working in clinical-based training positions in the College of Veterinary Medicine. House Officers include both interns and residents.

\*The Resource Handbook uses the term *postdoc* to include both postdocs and house officers. Please note this does not apply to REG 10.10.08.

The vision of OPA is to enhance, support, and promote the postdoctoral experience so that postdoctoral scholars can contribute effectively to the research and scholarly endeavors of NC State University, develop their professional skills more intently, and move on to rewarding and successful careers.

## Office Mission

- To serve as an advocate for postdoctoral scholars and house officers within NC State and the external community
- To administer, monitor, and support the appointments of postdoctoral scholars and house officers
- To serve as the central resource office for postdoc-related issues
- To provide career services and professional development programs for postdocs and house officers
- To develop a sense of community for all NC State postdocs and house officers within the larger university community
- To serve as a resource for principal investigators and faculty mentoring postdocs and house officers

## Location and Contact Information

The Office of Postdoctoral Affairs is located in the Graduate School on NC State's Centennial Campus.

### Graduate School Address

1020 Main Campus Drive  
Box 7102  
Raleigh, NC 27695

You can reach Nicole Ditillo, the Program Manager for OPA, by phone at (919) 515-6503, or by email at [nmditill@ncsu.edu](mailto:nmditill@ncsu.edu).

### **Website**

The Office of Postdoctoral Affairs website is <https://grad.ncsu.edu/research/opa>, or [go.ncsu.edu/postdoc](http://go.ncsu.edu/postdoc).

### **OPA Staff**



**Nicole Ditillo** is the Program Manager for the Office of Postdoctoral Affairs. Nicole oversees the management of the office, development of professional development opportunities for postdocs, and serves as the primary liaison between postdocs and university administration. Nicole can be reached at [nmditill@ncsu.edu](mailto:nmditill@ncsu.edu).



**Dr. Laura Demarse** is the Assistant Dean for Professional Development. Laura oversees the professional development for the Graduate School. She can be reached at [ledemars@ncsu.edu](mailto:ledemars@ncsu.edu).

## Welcome from the PDA

Dear Postdoctoral Scholars,

Welcome to North Carolina State University. We are thrilled that you chose to come to NC State for your postdoctoral training. Postdocs are an integral part of our community. It is because of you that our research, innovation, and mentorship stands amongst the best in the nation.

The Postdoctoral Association (PDA) works with the mission of building and promoting a community among the postdoctoral scholars from across the university and other nearby institutions. It works in tandem with the Office of Postdoctoral Affairs (OPA) to enhance, support, and promote postdoctoral training here at NC State and to help prepare postdoctoral scholars for successful careers. The PDA members represent the interests of the postdoc population to the OPA, the Graduate School, and other organizations and departments at NC State. PDA organizes multiple events each year in which all postdocs can participate, both as organizers and as attendees.

If you have ideas for promoting PDA's vision or want to voice your opinions, then be a part of the PDA team! Join us in our meetings and work towards enhancing the postdoc experience at NC State. We encourage you to take full advantage of your time here at NC State and to seize the invaluable opportunities and resources available on our campus.

Explore. Innovate. Succeed. Let us know how we can help. We hope you enjoy your time at NC State. Wishing you the best in your future endeavors!

Sincerely,

**Dr. Kurt Schab**, President  
NC State Postdoctoral Association

**Dr. Deepika Saini**, President-Elect  
NC State Postdoctoral Association

Twitter: [@NCStatePostdocs](https://twitter.com/NCStatePostdocs)

Facebook: [NC State Postdoctoral Association](https://www.facebook.com/NCStatePostdoctoralAssociation)

# When You Arrive

## Onboarding Center

The NC State [Onboarding Center](#) is a one-stop resource for new employees. Through the Onboarding Center, you can set up New Employee and Benefits orientations, find the [New Hire Checklist](#), and have questions answered regarding your transition to being a postdoc at NC State. The Onboarding Center is located in the [Joyner Visitor Center](#).

## New Employee Orientation

Postdoctoral scholars who are hired through NC State must attend the in-person New Employee Orientation (NEO100) and Benefits Orientation (NEO201) within 30 days of their hire date. New Employee Orientation is facilitated through the [University Onboarding Center](#) and covers the basic steps to getting started as an employee and information related to university policies and procedures. The [2017 schedule for New Employee Orientation](#) for postdocs can be found on the Onboarding Center website, and new employees can download the [NEO100](#) slides for New Employee Orientation.

Incoming postdocs should refer to the [New Hire Checklist](#), found on MyPackPortal, to ensure a smooth transition into their new positions.

After attending New Employee Orientation, incoming postdocs will receive a welcome email from OPA and will be added to the NCSU Postdoc listserv and Google calendar. Postdocs can use the listserv and calendar to stay informed about upcoming professional development opportunities, office initiatives, conferences, and job postings.

## Moving to the Triangle

Raleigh and the surrounding areas are consistently ranked among the best places to live and work in the US. The Research Triangle area consists of Raleigh, Durham, and Chapel Hill, and the surrounding towns.

Resources related to moving can be found on the [Onboarding website](#). Postdocs are eligible to use [Moving with the Pack](#) (also called "Smart Move"), a relocation assistance program through NC State.

## International Postdocs

NC State is proud to have postdocs from a wide range of countries around the world. Over half of our postdoc population is international. Some international postdocs have previous experience living or working



in the United States, while others are arriving in the US for the first time. The policies that impact postdocs can differ based on their visa or immigration status.

International Postdocs arriving for the first time in the US should refer to the [US Customs and Border Protection](#) website, as well as their [arrival video](#). The [Office of International Services](#) (OIS) has compiled a [guide for visiting scholars](#), including [airport arrival and hospitality](#). Postdocs on J-1 visas must schedule a mandatory check-in appointment with OIS, along with their dependents (J-2s). Postdocs with H-1B visas will work with [International Employment](#) to discuss visa guidelines and questions.

International postdocs who are paid through NC State must also meet with the [International Employment and Taxation Office](#) to set up tax withholdings. Their office is located in the Administrative Services II building. You can reach them by email at [ietquestions@ncsu.edu](mailto:ietquestions@ncsu.edu) to schedule an appointment.

## **Campus Resources for Incoming Postdocs**

### **Wolfpack One Card**

The [Wolfpack One Card](#) is your campus ID card. It can be used for facility access, library use, gym access, and the AllCampus debit account. New postdocs should obtain their card as part of the onboarding process. The Wolfpack One Card office is located in the Talley Student Union.

### **Information Technology**

The [Office of Information Technology](#) (OIT) supports the technology needs of NC State employees and students. OIT provides an overview of the technology resources needed for faculty and staff on their [website](#), including how to obtain a [Unity ID](#) and how to navigate [MyPack Portal](#). All employees need to abide by the [Computer Use Policy](#).

The OIT [Help Desk](#) can be reached by email ([help@ncsu.edu](mailto:help@ncsu.edu)) or phone (919-515-4357).

### **Postdoctoral Association (PDA)**

NC State's [Postdoctoral Association \(PDA\)](#) was founded in 2008 to promote the building of community among postdoctoral scholars at NC State. The PDA is an organization that works with and supports the endeavors of the Office of Postdoctoral Affairs (OPA), and both entities strive to create an environment where postdoctoral scholars have enriching and rewarding experiences while contributing to the university's research enterprise. The PDA strives to foster social and professional interactions among postdocs from across the university and with other postdocs at nearby institutions. The members of PDA act as a liaison to the postdoc population at large and represent their interests to OPA, the Graduate School, and the appropriate organizations and departments at NC State.

# Working and Living in Raleigh

## About NC State

North Carolina State University is a public land grant institution in Raleigh, NC. It was founded in 1887. NC State is the largest four-year institution in North Carolina, consisting of approximately 34,000 students and 9,000 employees. Our mascot is the Wolf, represented by our mascots Mr. and Mrs. Wuf. Learn more about NC State through the [NC State website](#), including some [fun facts](#) about NC State and its history.

NC State is made up of ten colleges: College of Agriculture and Life Sciences (CALS), College of Design, College of Education (CED), College of Engineering (COE), College of Humanities and Social Sciences (CHASS), College of Natural Resources (CNR), Poole College of Management (PCOM), College of Sciences (COS), College of Textiles (COT), College of Veterinary Medicine (CVM), the Graduate School, and University College.

The University is led by our Chancellor, Dr. Randy Woodson. NC State is one of the seventeen institutions that make up of the University of North Carolina system. Reference the organization charts of the [university leadership](#) and the [different units](#) to better understand the organizational structure of the institution.

## Transportation

### Parking

Postdocs can apply for parking permits through the [Transportation Office](#), and learn more about parking options through the [Onboarding Center](#). Permits can be requested online via the MyPack Portal up to 14 days ahead of your start date as long as the hiring action has been entered into the HR system. Postdocs should discuss the best parking options with their supervisor and/or colleagues to determine which parking permit would be best for their area, or refer to the [parking map](#) to find viable options.

### Wolfline

[Wolfline](#) is the free university bus system. It serves all three campuses, three park & ride lots, university housing complexes, and some privately owned apartment complexes. Buses can be tracked in real time using the [Transloc](#) app or website. The Wolfline bus schedule is subject to change throughout the year based on the university calendar.

### Commuter Resources

Employees can obtain a [GoPass](#), used for city GoRaleigh buses and regional GoTriangle buses, for a reduced cost (\$5/month or \$60/year) through the Transportation office. The Capital Area Greenway system

and campus bike paths are a great resource for those commuting by [bicycle](#). [Commuter](#) resources and incentives can also be found on the Transportation website.

NC State Transportation offers [employee commuter benefits](#). Employees have the option of carpooling, or using a combination of transit, bicycle, and walking to work. Those who participate in the program receive 24 free daily parking permits, a discounted permit (carpooling option), and Emergency Ride Home assistance. Visit the website for more information on how to apply.

## **Housing**

[University Housing](#) provides several apartment-style accommodations for postdocs and their families that are within easy commuting distance of either Main or Centennial campuses. There is additional housing available on [Centennial Campus](#). More resources related to moving and housing options can be found on the [Onboarding website](#).

## **Dining**

NC State Dining consists of three dining halls, two food courts, a variety of restaurants and cafes, and six convenience stores (“c-stores”) across three campuses. Employees can use the [IncrEDIBLE Savings Club](#) through the AllCampus Payroll Deduction, which gives employees discounts on their purchases at on-campus dining halls, restaurants, cafes, and convenience stores.

## **Campus Recreation**

There are many opportunities for recreation across the NC State Campus, including the Carmichael Fitness Complex, Lake Raleigh, the [Lonnie Poole Golf course](#), a disc golf course, and greenways and trails.

The [Carmichael Complex](#) includes the Carmichael Gymnasium, Carmichael Recreation Center, Aquatic Center, and outdoor courts and fields, all located on Main Campus. There are additional outdoor facilities available on Centennial Campus.

University employees can purchase individual or household [membership](#) for the university’s fitness and recreation facilities. Gym membership includes access to free [group fitness classes](#), and allow individuals to rent equipment from [Outdoor Adventures](#).

## **Wolfpack Athletics**

[NC State Athletics](#) (“Wolfpack”) represents our NCAA Division I University and consists of 23 varsity programs comprising of more than 550 student-athletes. NC State is part of the Atlantic Coast Conference (ACC).

Admission to most varsity sports is free for NC State employees upon presentation of their Wolfpack One Card (ID card), with the exception of the revenue-generating sports (Men’s Basketball and Football), and some post-season games or special events. Tickets can be purchased through the [Athletics website](#).

## **Safety**

The [Environmental Health and Safety](#) manages the safety plan for the university, and provides resources for office, lab, field, and facilities and trades safety.

[Wolfalert](#) is the emergency notification system for the university. All NC State employees and students can register to receive text messages, emails, and other alerts in emergency situations through the Wolfalert system.

[Campus Police](#) is a fully sworn and armed police force that provides security and safety for the university. They operate 24 hours a day, 365 days a year. The emergency and non-emergency phone for Campus Police is (919) 515-3000.

## **Family Resources**

### **Childcare**

Information pertaining to childcare options can be found at the [NCSU Childcare Resource Center](#). In addition, NC State University has a childcare center, operated by Bright Horizons, that is located on the Dorothea Dix campus at 691 Palmer Drive. To find out more about the NC State University Childcare Center, call (919) 513-2835.

### **Lactation Rooms**

There are currently 20 lactation rooms located around campus that are available for use by all staff, faculty, and students. Individuals can reserve a room through the specified contact. The list of locations, instructions for reserving the rooms, and contacts is available on the [OIED website](#).

## **Office of International Services**

The [Office of International Services \(OIS\)](#) provides resources to support international students, scholars, and faculty. Information for international faculty and staff, specifically for those scholars on J-1 visas, can be found on the [OIS website](#).

## **International Employment**

[International Employment \(IE\)](#) assists in successful employment and retention of international employees with H-1B visas.

## **Professional Development**

Postdocs are encouraged to participate in professional development workshops offered through the Graduate School, NC State University, and other institutions throughout the Triangle.

## **The Graduate School**

The Office of Postdoctoral Affairs is one office that composes the [Professional Development](#) programs of the Graduate School. The Professional Development Framework focuses on the following areas of development: communication, leadership and management, academic development, and personal and professional development. Some of the signature professional development programs include the Industry Immersion Program, Preparing the Professoriate, the Teaching and Communication Certificate, and the Thesis & Dissertation Institute.

In addition to these signature programs, professional development workshops and courses are held throughout the academic year and summer. A full list of the current workshops can be found on the [Professional Development Workshop website](#). Any NCSU-affiliated member and their spouse/partner can sign up for professional development workshops using the [Reporter](#) system.

Workshops and courses offered through the Graduate School are free and open to all postdocs and graduate students unless otherwise specified.

## **Office of Postdoctoral Affairs**

There are many professional development opportunities for postdocs available through OPA. Additional professional development opportunities are sent out through the NC State Postdoc listserv (group-ncsupostdocs@ncsu.edu) or added to the NCSU Postdoc Events calendar.

## **Individual Development Plan**

OPA strongly recommends that all incoming postdocs formulate an [Individual Development Plan \(IDP\)](#) with their faculty mentor as part of the onboarding process. Postdocs can also use their IDPs as a communication tool with their mentors which, in turn, will enhance the mentoring process. Postdocs are encouraged to look at the professional development opportunities offered through OPA and the Graduate School and add these to their IDPs so as to meet their professional development goals.

## **Professional Development Awards for Postdocs**

The Professional Development Awards for Postdocs (PDAP) were established in Fall 2013. The awards are designed to assist postdoctoral scholars pursuing professional development or training opportunities and help them reach their professional and/or career goals. Awards can be up to \$1,000 each. Applications for the Professional Development Awards typically open in August and awards are announced by mid-September.

## **Postdoctoral Research Symposium**

The annual [Postdoctoral Research Symposium](#) is a conference-style event hosted by OPA and the Postdoctoral Research Symposium Committee. The Symposium is an opportunity for postdocs from NC State and around the Triangle to present research posters to faculty, staff, and industry partners. The event is also an opportunity to foster collaboration within the Research Triangle Park community.

## **Other Professional Development Opportunities**

### **NCSU Libraries**

The NC State Libraries host a variety of research workshops throughout the year that are open to all NCSU affiliates. A full list of workshops is available on the [Library workshop website](#). Postdocs are eligible to register for any of these workshops, unless otherwise specified.

### **Office of Faculty Development**

The [Office of Faculty Development \(OFD\)](#) provides resources and training to improve the professional development of NC State Faculty. Postdocs can register for events that are open to the Assistant Professors' Community. A full list of the workshops provided is posted on the OFD [website](#).

### **Distance Education and Learning Technology Applications**

Distance Education and Learning Technology Applications (DELTA) provides professional development surrounding the integration of learning technologies in the classroom and around campus. A full list of the workshops provided is posted on the [DELTA website](#).

## **Research Support Offices**

The [Office of Research, Innovation, and Economic Development \(ORIED\)](#) provides a wide range of resources for NC State researchers, including funding sources for full time faculty and staff, research education, and tools for research and proposal development.

## **Sponsored Programs & Regulatory Compliance Services**

The [Sponsored Programs & Regulatory Compliance Services \(SPARCS\)](#) office facilitates regulations related to internally and externally funded projects, such as research projects funded by federal, state, or local governments. There are also research training materials on the [SPARCS Training website](#).

## **Research Development**

The [Research Development Office \(RDO\)](#) facilitates collaboration between faculty and interdisciplinary research experts. They provide resources for enhancing research that can be accessed through their online portal, as well as in-person workshops. The [Proposal Development Unit](#) can also support faculty and staff by consulting and advising on large-scale, multidisciplinary proposals.

## **Research Education Intranet**

The Research Education Intranet is an internal collection of professional development resources related to research development and implementation. The [Research Education Intranet](#) requires Unity ID for access.

## **Additional Campus Resources**

### **Faculty and Staff Assistance Program**

The [Faculty and Staff Assistance Program \(FASAP\)](#) is a confidential advisory and assistance program that helps faculty and staff navigate personal and work-life issues. It is a free, confidential resource.

### **Disability Services Office**

The [Disability Services Office \(DSO\)](#) is a resource to determine eligibility for accommodations for students with disabilities, and works with faculty to help them understand how to provide accommodations. DSO also outlines the rights and responsibilities of faculty, staff, students, and visitors with disabilities.

### **Office of Institutional Equity and Diversity**

The [Office of Institutional Equity and Diversity \(OIED\)](#) seeks to foster an inclusive, accessible, and diverse campus community. OIED provides resources and training to promote equity and opportunity across campus.

# Benefits and Services

## Postdoc and House Officer Benefits

### Health Insurance and Health Services

Health insurance is offered through the [Postdoc Medical Plan](#) to all postdoctoral scholars and house officers who are on at least a .75 FTE and who are paid through the university payroll system. To be covered under this benefit plan, postdocs must be on an active, paid postdoctoral assignment. Dependents may be covered under this health plan as long as the postdoctoral scholar participates; however, dependent premiums are not payroll deducted and must be paid by bank draft directly to the plan administrator.

Health insurance coverage is effective on the first day of the month following the hire date and ends the last day of the month in which the postdoctoral appointee terminates (unless the termination date is the first of the month; then the coverage ends on the first of the month). A waiting period may apply for pre-existing conditions for new postdoctoral scholars and covered dependents.

Postdoctoral scholars and house officers should use [Student Health Services](#) for their medical needs prior to seeking services from an off-campus provider; more information about the Postdoc Medical Plan is available on the [Blue Cross Blue Shield website](#). Postdocs and house officers who qualify for health insurance through the university will be enrolled automatically unless they opt out. Postdocs and house officers who have their own insurance will need to decline coverage at the beginning of each year by notifying HR. Postdoctoral fellows who are not paid through the university are not eligible to enroll in the health insurance plan through the university but may be able to obtain payment for their health insurance through arrangements with the funding agency or country.

### J-1 Visiting Scholars

All J-1 Exchange Visitors and their accompanying family members are required to have health insurance that meets certain federal requirements. If the postdoc will not be paid by NC State and does not have insurance, then the postdoc will need to purchase insurance in the United States. A list of insurance companies that sell policies meeting the minimum requirements of the J-1 program may be obtained from the [Office of International Services \(OIS\)](#). Postdocs who have their own funding through another agency or their country and who are not paid through the university's payroll system may be able to obtain payment for their health insurance through arrangements with the funding agency or country; those postdocs will need to review information from the funding source to see if this option applies.



## **Retirement Plan**

Postdocs and house officers who work more than 20 hours per week may participate in voluntary retirement programs through the UNC System Voluntary 403(b) Program and the NC Deferred Compensation (457) Plan provided under Sections 403(b) and 457 of the Internal Revenue Code, respectively. Information about this plan and how to enroll can be found on the [Human Resources website](#).

# Postdoc Policies

## REG 10.10.08 – Postdoctoral Scholars

The [Postdoctoral Scholars Regulation \(REG 10.10.08\)](#) outlines the qualifications, procedures, titles, definitions, appointments, salary requirements, expectations, benefits, and other provisions that govern postdoctoral scholars and their relationship to the university. Postdoctoral scholars are encouraged to read over this regulation. Following are some of the major points from the Postdoctoral Scholars Regulation. In addition, a list of [Frequently Asked Questions \(FAQS\)](#) has been compiled regarding the Postdoctoral Scholars Regulation and the information it contains.

### Definition of a Postdoc

NC State University uses the Federation of American Societies for Experimental Biology (FASEB) definition of “postdoctoral scholars” as follows:

1. The appointee was recently awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D., DVM) in an appropriate field;
2. the appointment is temporary;
3. the appointment involves substantial full-time research or scholarship;
4. the appointment is viewed as preparatory for a full-time academic and/or research career;
5. the appointee works under the supervision of a scholar or a department in a university or similar research institution (e.g., national laboratory, NIH, etc.);
6. the appointee is expected to submit for publication the results of his/her research or scholarship conducted during the period of appointment, in consultation with his/her mentor.

### Postdoctoral Titles and Definitions

The term “postdoctoral scholar” is used broadly to refer to all postdocs throughout the university. However, there are distinct classifications based on the responsibilities and/or the funding source of the postdoc:

- Postdoctoral Research Scholar – an individual who is engaged primarily in original research under the supervision of a faculty mentor.
- Postdoctoral Teaching Scholar – an individual who is engaged primarily in teaching under the supervision of a faculty member.
- Postdoctoral Fellow – an individual who receives a fellowship directly from a sponsoring agency and is not compensated through the NC State payroll system though he/she conducts research activities or academic scholarship under the supervision of a faculty mentor at NC State. Sponsoring agencies typically have their own guidelines and governance for participation in their programs.

## **Postdoctoral Appointments**

All postdoctoral appointments are contingent upon:

- (a) verification of the individual's academic credentials;
- (b) verification of the individual's eligibility to work and be paid in the United States; and
- (c) a satisfactory background check.

If any of the above-listed contingencies is not met, the offer of employment shall be canceled or, if the postdoctoral scholar has begun work, the appointment as a postdoctoral scholar shall be rescinded. In addition, falsification of an employment application or other employment-related information shall be grounds to cancel any employment offer or rescind the appointment. In cases where the falsification of the employment application or other employment-related information is discovered after the postdoctoral scholar has begun work, the postdoc shall be separated from employment immediately.

## **Employment Status**

Postdoctoral scholars are classified as temporary appointees. As temporary appointees, postdocs are not required to participate in any retirement system. Postdoctoral scholars do have the option of participating in a [403b annuity program](#).

The postdoctoral appointment and salary should reflect the FTE of the appointment, which could be full-time or part-time. The conditions of their appointment should be clearly stated in their appointment letter.

## **Length of Appointments**

Postdoctoral appointments are "at-will" and subject to continuation or discontinuation at the discretion of the Vice Chancellor for Research, Innovation and Economic Development (Vice Chancellor), Dean of the College, or the Vice Chancellor's designee. The maximum length of a postdoctoral appointment is five (5) years. All postdoctoral employees are subject to annual reviews and renewals.

## **Expectations of Postdoctoral Appointees**

NC State performance expectations for postdoctoral scholars are as follows:

- (a) conscientious fulfillment of agreed-upon duties;
- (b) adherence to ethical standards of research and scholarship;
- (c) adherence to [NCSU POL10.00.02 - Research Policy](#) and all other applicable University policies, rules and regulations on research and research-sponsored activities;
- (d) compliance with good laboratory practice and recognized University standards which includes maintenance of laboratory notebooks and/or other comparable records of research activity as outlined in [NCSU POL10.00.02 - Research Policy](#);
- (e) observation of established federal, state and municipal regulations and guidelines for research involving hazardous materials, human subjects or animals;

- (f) open and timely discussion with mentor regarding the postdoc's individual development plan, research progress, distribution of reagents or materials, or any disclosure of finding or techniques privately or in publications;
- (g) timely publication of the results of his or her research or scholarship in consultation with his or her mentor;
- (h) collegial conduct towards co-workers;
- (i) compliance with all applicable University policies and procedures regarding employment; and
- (j) prior to resignation, it is requested that the postdoc provide at least thirty (30) calendar days written notice.

## **Performance Reviews**

All postdoctoral appointments are subject to annual performance reviews that are documented and placed in the postdoc's personnel file. Documents that can be utilized in the review process can be found in the Faculty Resources section of the Office of Postdoctoral Affairs (OPA) website. OPA requests departmental confirmation, via email, once performance reviews are completed.

## **Salary**

Postdoctoral scholars must be, at a minimum, compensated at a rate that is the higher of the following: 1) at least 60% of the minimum starting academic year's salary for an assistant professor in the appropriate discipline as published in the University's approved faculty salary ranges established by Human Resources; or 2) at \$47,000.

## **Leave**

### **Annual Vacation and Sick Leave**

Postdocs are entitled to earn annual leave and those employed full-time (1.0 FTE) at 40 hours a week earn 8 hours of annual leave each month or 12 days of annual (vacation) leave each year. Leave is prorated for postdoctoral scholars who are less than 1.0 FTE.

The scheduling of a postdoctoral scholar's annual leave shall be subject to the approval of his or her supervisor.

The maximum number of unused days of annual leave that a postdoctoral scholar may accrue and carry forward from one calendar year to the next shall be twenty-four (24) days. Accrued, unused sick leave carries forward without a limit within the term of appointment. Once the postdoc exceeds twenty-four (24) days of annual leave, the remaining days will be converted to sick leave at the end of the calendar year.

Please note that postdoctoral scholars need to use all of their annual leave before their appointment ends; they will not be paid out at the end of their contract for any unused annual leave.

### **Family Medical Leave**

[Family Medical Leave \(FML\)](#) must be granted to permanent, probationary, or temporary full-time or part-time employees for birth and care for a newborn, care for an adopted or foster child (proof is required), care for a child, spouse, or parent with a serious health condition or for a personal serious health condition.

A probationary or permanent employee who has been employed for 12 months and has worked at least 1040 hours in the previous 12 months is entitled to a total of 12 work weeks of paid or unpaid leave during a 12-month period. Temporary employees employed one year who worked at least 1250 hours in the previous 12 months are entitled to 12 work weeks of unpaid leave during a 12-month period. Human Resources' approval is required for temporary leave requests.

### **Holiday Leave and Inclement Weather**

Postdoctoral scholars earn holiday leave each year. The State of North Carolina authorizes 11 holidays in years where Christmas falls on a Friday, Saturday, Sunday, or Monday, and 12 holidays in years when Christmas falls on a Tuesday, Wednesday, or Thursday. The campuses of the University of North Carolina system observe the same total number of holidays as those provided to other State agencies. However, each campus sets its own specific holiday/closing schedule based on institutional needs. For a list of holiday closings for North Carolina State University, check the [University Official Holiday/Closing website](#).

Postdoctoral scholars are subject to the [Adverse Weather and Other Emergency Conditions Policy](#).

## **REG 05.20.36 – College of Veterinary Medicine (CVM) House Officers**

The [House Officers Regulation \(REG 05.20.36\)](#) outlines the qualifications, procedures, titles, definitions, appointments, salary requirements, expectations, benefits, and other provisions that govern house officers and their relationship to the university. House officers are encouraged to read over this regulation. Following are some of the major points from the House Officer Regulation.

### **Definition of a House Officer**

NC State University defines “house officers” as follows:

1. The appointee has received a DVM or equivalent degree;
2. the appointment is temporary;
3. the appointment involves substantial clinical training and research;
4. the appointment is viewed as preparatory for a general or specialty veterinary internship;
5. industrial or public practice;
6. the appointee works under the supervision of a scholar or a department in a university; or a similar research institution (e.g., national laboratory, NIH, etc.); and
7. the appointee is expected to publish the results of his/her research or scholarship during the period of appointment, in consultation with his/her advisor.

### **House Officer Titles and Definitions**

The term “house officer” is used to describe individuals who are either interns or residents in CVM. The classifications for house officers are based on the responsibilities and/or funding source of the house officer.

- Intern – An individual who is engaged in a broad-based, one-year program of flexible rotating clinical instruction beyond the professional degree (e.g., DVM). The program is structured to provide practical experience in applying knowledge gained during veterinary college in a supervised environment.
- Resident – An individual who is engaged in a two-to-three year program in a specialized field of clinical study. A residency is designed to provide advanced clinical instruction in a specialty of veterinary medicine leading to board certification.
- No-Pay Intern/Resident – an individual who receives funding directly from a sponsoring agency and is not compensated through the NC State payroll system though he/she conducts activities or training at CVM in the role of intern/resident.

## **House Officer Appointments**

All house officer appointments are contingent upon:

- (a) verification of the individual's academic credentials;
- (b) verification of the individual's eligibility to work and be paid in the United States; and
- (c) a satisfactory background check.

If any of the above-listed contingencies is not met, the offer of employment shall be canceled or, if the house officer has begun work, the appointment as a house officer shall be rescinded. In addition, falsification of an employment application or other employment-related information shall be grounds to cancel any employment offer or rescind the appointment. In cases where the falsification of the employment application or other employment-related information is discovered after the postdoctoral scholar has begun work, the house officer shall be separated from employment immediately.

## **Employment Status**

House officers are classified as temporary appointees. As temporary appointees, house officers are not required to participate in any retirement system. House officers do have the option of participating in a [403b annuity program](#).

Most house officers are selected using the Veterinary Internship Residency Matching Program (VIRMP), which is a web-based application and selection system sponsored by the American Association of Veterinary Clinicians.

The house officer appointment and salary should reflect the FTE of the appointment, which could be full-time or part-time. The conditions of their appointment should be clearly stated in their appointment letter.

## **Length of Appointments**

House officers are "at-will" and subject to continuation or discontinuation at the discretion of the Dean of the College of Veterinary Medicine. The maximum length of a house officer appointment is five (5) years.

## **Expectations of House Officer Appointees**

NC State performance expectations for house officers are as follows:

- (a) conscientious fulfillment of agreed-upon duties;
- (b) adherence to ethical standards of research and scholarship;
- (c) adherence to House Officer Guidelines put in place by the Faculty Committee on House Officer Programs (FCHOP) and all other applicable University policies, rules and regulations on research and research-sponsored activities;
- (e) observation of established federal, state and municipal regulations and guidelines for research involving hazardous materials, human subjects or animals;

- (f) open and timely discussion with mentor regarding the postdoc's individual development plan, research progress, distribution of reagents or materials, or any disclosure of finding or techniques privately or in publications;
- (g) timely publication of the results of his or her research or scholarship in consultation with his or her mentor;
- (h) collegial conduct towards co-workers;
- (i) compliance with all applicable University policies and procedures regarding employment; and
- (j) prior to resignation, it is requested that the house officer provide at least thirty (30) calendar days written notice.

## **Advisory Committee**

All house officers must have an advisory committee for the duration of their appointment. The committee for each house officer is created within thirty (30) days of hire.

For most CVM interns, a standing advisory committee is formed and consists of three faculty members with one of those members being the program advisor. This committee seeks input on the intern's performance from all clinical services through which the individual has rotated.

A residency advisory committee will also consist of at least three members. The advisory committee will be comprised of the advisor and one other faculty member from the primary specialty and a faculty member from a second specialty or discipline. The advisor and committee members will assume responsibility for the house officer's professional development until requirements for the house officer program are complete.

## **Performance Evaluation**

House officers are subject to evaluations twice a year. The advisor will be responsible for seeing that all essential meetings are conducted, and that progress reports are submitted.

## **Salary**

House officers will be compensated at a rate that is competitive with other higher education institutions in NC State's peer group. Base rates are determined by the Associate Dean and Director of Veterinary Services and approved through the Faculty Committee on House Officer Program (FCHOP), pending review of compensation data of peer institutions.



## **Leave**

### **Annual Vacation and Sick Leave**

House officers are entitled to earn annual leave and those employed full-time (1.0 FTE) at 40 hours a week earn 8 hours of annual leave each month or 12 days of annual (vacation) leave each year. Leave is prorated for house officers who are less than 1.0 FTE.

The scheduling of a house officer's annual leave shall be subject to the approval of his or her supervisor.

The maximum number of unused days of annual leave that a house officer may accrue and carry forward from one calendar year to the next shall be twenty-four (24) days. Accrued, unused sick leave carries forward without a limit within the term of appointment. Once the postdoc exceeds twenty-four (24) days of annual leave, the remaining days will be converted to sick leave at the end of the calendar year.

Please note that house officers need to use all of their annual leave before their appointment ends; they will not be paid out at the end of their contract for any unused annual leave.

### **Family Medical Leave**

[Family Medical Leave \(FML\)](#) must be granted to permanent, probationary, or temporary full-time or part-time employees for birth and care for a newborn, care for an adopted or foster child (proof is required), care for a child, spouse, or parent with a serious health condition or for a personal serious health condition.

A probationary or permanent employee who has been employed for 12 months and has worked at least 1040 hours in the previous 12 months is entitled to a total of 12 work weeks of paid or unpaid leave during a 12-month period. Temporary employees employed one year who worked at least 1250 hours in the previous 12 months are entitled to 12 work weeks of unpaid leave during a 12-month period. Human Resources' approval is required for temporary leave requests.

### **Holiday Leave and Inclement Weather**

House officers are subject to the Veterinary Teaching Hospital (VTH) official holidays and closings per active clinical assignment. House officers who do not have an active clinical assignment will adhere to the NC State official holidays and closings. For a list of holiday closings for North Carolina State University, check the [University Official Holiday/Closing website](#).

House officers are subject to the [Adverse Weather and Other Emergency Conditions Policy](#).

## **Other Campus Policies**

### **Research Policies**

[POL 10.00.02 - Research Policy](#)

### **Conflicts of Interest and Conflicts of Commitment**

[REG 01.25.01 - Conflicts of Interest and Conflicts of Commitment](#)

### **Equal Opportunity and Non-discrimination Policy**

[POL 04.25.05 - Equal Opportunity and Non-Discrimination Policy](#)

### **Reasonable Accommodations in Employment**

[REG 05.00.02 - Reasonable Accommodations in Employment](#)

### **Discrimination, Harassment and Retaliation Complaint Procedure**

[REG 04.25.02 - Discrimination, Harassment and Retaliation Complaint Procedure](#)

### **Violence Prevention and Management**

[REG 04.05.02 - Campus/Workplace Violence Prevention and Management](#)

# End of Appointment

## Resignation

Postdocs are asked to provide at least thirty (30) calendar days written notice prior to resignation.

## Discharged for Cause

A postdoctoral scholar may be discharged for cause. Stated causes for discharge shall include, but not necessarily be limited to, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the appointee to perform effectively the requirements of his or her appointment, violations of University policies, rules or regulations, and failure to meet the expectations as set forth in the Expectations sections (Section 6) of the [Postdoctoral Scholars Regulation \(REG 10.10.8\)](#).

Discharge for cause is to be preceded by written notice of intent to discharge. When a postdoctoral scholar has been notified of the intention to discharge him or her for cause, the Dean, Vice Chancellor or the designee may place the appointee on administrative leave with pay. The postdoctoral scholar has five (5) business days, of receiving notice of the intent to discharge, to make a request to meet with the Dean, Vice Chancellor or the designee to invoke his or her due process rights; this request needs to be made in writing. This meeting should occur within five (5) business days of receiving the request from the postdoctoral scholar. The Dean, Vice Chancellor or the designee will make a final decision within ten (10) business days of the meeting and put the decision in writing to the postdoctoral scholar. If the decision is to discharge the postdoctoral scholar, then the postdoc may be discharged without further review.

## Workplace Conflict Resolution

Disagreements in the workplace are not an uncommon phenomenon. When issues arise, postdocs and house officers should make a reasonable effort to resolve the matter through direct discussions with their faculty mentor.

## Faculty Ombuds

Postdocs can also utilize the [Faculty Ombuds Office](#) as a means of informally resolving a dispute within the workplace. The ombuds is a confidential resource who provides information, discusses university policies and procedures, and helps resolve situations early. The ombuds is also an independent, impartial, and informal resource that is not part of the formal grievance policy.

## **Consultation with the Office of Postdoctoral Affairs**

Postdocs are encouraged to reach out to the Office of Postdoctoral Affairs (OPA) for an informational meeting and to learn more about the next steps in the mediation and/or grievance process. The Office of Postdoctoral Affairs Program Manager will meet initially with the postdoc for information gathering and consultation. Information shared with the program manager by the postdoc will be treated as confidential, unless the postdoc reports a situation that the program manager has a duty to report. The Office of Postdoctoral Affairs may also meet with the faculty mentor as necessary, with the permission, when possible, of the postdoc.

## **Mediation through the Office of Human Resources**

Postdocs can pursue mediation under NC State's mediation policy ([REG 05.35.01](#)). This policy allows any university employee to request mediation services, free of charge, by contacting the Employee Relations, or by submitting a [Mediation Request Form](#). Mediation is intended to be an informal and voluntary alternative dispute resolution process to the existing University grievance procedures. No party is obligated to attempt or participate in mediation. Topics that are appropriate for mediation include personal disputes, office behaviors, issues of respect and cooperation, resource allocation, operational authority, or ownership issues.

## **Administrative Review through the Office of Institutional Equity and Diversity (OIED)**

Postdocs can submit a [Complaint Form for Discrimination, Harassment and Retaliation](#) to report a Title IX concern to the Office of Institutional Equity and Diversity (OIED). These include issues related to sex discrimination, sexual violence, interpersonal violence, or concerns related to pregnancy discrimination.

## **Exit Survey**

The Office of Postdoctoral Affairs (OPA) is interested in obtaining feedback from postdoctoral scholars before they leave the university. OPA uses this information to improve services offered to postdocs as well as track the employment trends postdocs encounter once they leave their postdoctoral assignment. The exit survey should take no longer than 10 minutes to complete. Individual responses to this survey will be kept confidential. Thank you for your participation and for helping OPA enhance its offerings to current and future postdocs.

[NC State OPA Exit Survey](#)