

Initiating a Postdoctoral Scholar, Visitor, or Visiting Associate Appointment

1. Gathering Required Documents

- Collect CV and completed appointment form from the candidate.
- Gather supplemental documents if necessary and send them by email to Maria Cervantes (postdoctoral scholars, visitors, visiting associates, and all other faculty appointments).

Note: Visitors staying at Caltech for 30 or fewer days do not require an official appointment. However, a Caltech Guest ID card may be secured for these individuals. See "Guest IDs" at <https://www.eas.caltech.edu/resources/staff>

Definitions

- **Visiting Associate**: Often, a colleague of a Caltech professorial faculty member who is here to collaborate on research. They may be a professor on sabbatical from another university, a research scientist with an industry position, or a JPL employee conducting research with a Caltech faculty member. The person must have a permanent faculty position or its equivalent outside Caltech, to which they will return upon completion of their Caltech appointment.
- **Postdoctoral Scholar**: Postdoctoral Scholars play an essential role in Caltech's research community. Caltech identifies Postdoctoral Scholars as a category distinct from faculty, staff, and students. Postdoctoral scholars are funded by various sponsors. As a result, some are Caltech employees, and some are not. There are three types of Postdoctoral Scholar appointments:

1. Postdoctoral Scholar Research Associates perform research under programs supported through Caltech.

2. Postdoctoral Scholar Fellowship Trainees perform independent research funded by external grants or fellowships awarded specifically to support the Postdoctoral Scholar (including those administered by Caltech).

3. Postdoctoral Scholar Teaching Fellows have teaching responsibilities and pursue their own research programs.

Postdoctoral Scholar Research Associates and Postdoctoral Scholar Teaching Fellows are Caltech employees. They receive a salary from Institute funds (such as grants and department accounts) and are eligible for employee benefits.

Postdoctoral Scholars funded through Caltech fellowship programs may be stipend or salary-based.

Postdoctoral Scholar Fellowship Trainees are non-employee appointments. They are paid a stipend from external funds (such as outside fellowships and NSRA training grants). Postdoctoral Scholar Fellowship Trainees are granted access to most Caltech benefit programs.

- **Senior Postdoctoral Scholar:** Postdoctoral scholars are generally promoted to the rank of Senior Postdoctoral Scholar after three years. Time served in the ranks of postdoctoral scholar and senior postdoctoral scholar cannot exceed the maximum of nine years. Persons who have held a postdoctoral position at another institution may be appointed directly to the senior postdoctoral scholar rank.
- **Visitor:** The rank of Visitor is for someone who does not have a faculty position (or its equivalent) at another institution but does have an established position or relationship, such as postdoctoral scholar, to which they will return upon completion of their Caltech appointment. A visitor must be nominated by an active faculty member who is a colleague and is responsible for making his or her stay at Caltech mutually beneficial.

Recommending an Appointment

1. Complete an appointment recommendation form, found on the EAS Division website: <https://www.eas.caltech.edu/resources/staff>

When submitting the recommendation form to the Division, include

- a. Curriculum vitae
- b. Where required, verification of outside funding.
- c. All fields on the form should be filled out.

Note: If nonresident aliens are to be supported by a source of funding other than Caltech, declare the amount of support and the name of the supporting agency. A letter from the funding provider, indicating the amount and the funded period, must be included. The Division office should be consulted for up-to-date minimums following the current IACC-established minimum salaries: \$40,000 per annum for Visiting Associates/Visitors if visit is less than 3-months and the current salary minimum for Postdoctoral Scholars. Visitors who have a Postdoctoral Scholar appointment already at the home-institute require the Caltech Postdoctoral Scholar minimum amount of support.

Note: Recommendations should be submitted to the Division Office at least two weeks before the Faculty and Postdoctoral Scholars Services Office submission deadline of 4 weeks for U.S. citizens or permanent residents and 8 weeks for nonresident aliens.

Appointment Recommendation Process

- The Division Office is responsible for approving the recommendation and then distributing the information to the appropriate Institute offices for processing: the Faculty and Postdoctoral Scholars Services Office and the International Scholars Services Office. The International Scholars Services Office will contact foreign nationals regarding visa requirements after the recommendation for appointment has been approved. A formal letter of appointment is sent from the Faculty and Postdoctoral Scholars Services Office to the individual with instructions for checking-in when they arrive on campus.

Arrival on Campus

- Nonresident aliens and permanent residents:
 1. Go first to the International Scholars Services Office (266 S. Chester Ave.) to certify employment eligibility.
 2. Then report to the Faculty and Postdoctoral Scholars Services Office in the Human Resources Building (399 S. Holliston Ave.) to check in and activate their appointment. Follow the instructions in their formal letter of appointment and schedule an appointment with a member of staff and scholar services (x6338).
- US citizens:
 1. Report to the Faculty and Postdoctoral Scholars Services Office in the Human Resources Building (399 S. Holliston Ave.) to certify employment eligibility and activate their appointment.
 2. Follow the instructions in their formal letter of appointment and schedule an appointment with a member of staff and scholar services (x6338).