Lawrence Technological University
Post-Doctoral Fellowship Policies and Procedures¹
DRAFT of December 20, 2010

Lawrence Tech provides opportunities for postdoctoral research experience for scholars in certain academic fields. Individuals appointed to a “Postdoctoral Research Fellow” position will receive appropriate research training as part of their appointment.

Titles and Term of Appointments

1. Academic Departments will use the title “Postdoctoral Research Fellow” for appointing individuals who have earned a terminal degree (i.e. Ph.D. or a professional doctorate such as MD, DEMS, DMIT, or DBA) within the past three years, and who are pursuing advanced scientific or research training leading to an independent career as a researcher or academic.
2. Postdoctoral Research Fellowships may be awarded for one academic year or less, with the potential for subsequent renewal not to exceed a total of three academic years.
3. Postdoctoral Research Fellows are appointed exclusively for supporting research projects while providing advanced and individualized scientific or research training. Training is acquired largely through research work performed under supervision of Principal Investigators. Additional training is provided under the Mentoring Plan and is supervised by an assigned Postdoctoral Mentor. Postdoctoral Research Fellows employed as an adjunct faculty member must hold a separate appointment for this responsibility.
4. Each Postdoctoral Research Fellow requires supervision and mentorship by a full-time faculty member actively engaged in related research projects. A formal Mentoring Plan must be prepared and followed for each Fellow.
5. Postdoctoral Research Fellows are held to the University's standards of professionalism, integrity, and collegiality documented in the Lawrence Tech Faculty Handbook. All Fellows must abide by all University human resources and payroll procedures.

Hiring Requirements

1. Departments must follow existing University human resources procedures in searching for, interviewing, recommending, and hiring Postdoctoral Research Fellows.
2. Each prospective Postdoctoral Research Fellowship must be approved by the department chair, dean, and provost subject to these conditions:
   a. Documentation of research services supporting specific research projects, and identification of Principal Investigators to supervise the research for the full period of the Fellowship.
   b. Identification of funding for the Fellowship as discussed below.
   c. Identification of a full-time faculty member to serve as a Postdoctoral Mentor, and preparation of an individualized Mentoring Program in collaboration with the candidate. A Principal Investigator may serve as a Postdoctoral Mentor. The Mentoring Program must be designed to enhance the Fellow’s abilities as a scholar and researcher. See the guidelines provided at the end of this document for more information.
   d. Identification of an appropriate working space and technologies for the Fellow's use.

¹ Adapted and revised from documents published by the National Science Foundation, the University of Michigan, and Texas A&M University. This is a draft document pending approval by the Deans’ Council.
3. As part of the approval process, the department must identify specific non-general fund sources for the full length of the proposed Fellowship from these or other sources:
   a. Externally funded training grants or fellowships, which may either be administered through the University or paid directly by a granting agency to the Fellow, subject to the terms and restrictions imposed by the agency.
   b. Sponsored research projects, when research services and training is consistent with the terms and restrictions of the grant or contract. Appointments are subject to continuation of external funding.
4. The department must prepare a letter of offer to the candidate including but not limited to:
   a. Title and term of appointment
   b. Research and scientific duties and name(s) of Principal Investigator(s)
   c. Name of Postdoctoral Mentor and the terms of the Mentoring Plan
   d. Compensation
   e. Vacation and sick day policy
   f. Health insurance and other fringe benefits (optional)

Guidelines for Developing a Postdoctoral Mentoring Plan

[Note: These guidelines are provided as an example to department chairs. An individualized mentoring plan must be developed for each candidate to fit the department’s research needs, the needs of the candidate, and the needs and skills of Postdoctoral Mentors.]

The Postdoctoral Research Fellow’s development will be enhanced through a structured Mentoring Plan which follows the guidance of the National Academies of Science and Engineering. The Plan provides the skills, knowledge, and experience to prepare the Fellow to excel in his/her career path. The Plan is developed collaboratively with the Fellow prior to appointment. Specific elements of the Mentoring Plan may include but are not limited to the following, subject to funding from the sources identified above:

1. Participating in seminars, workshops, and individual consultations on how to identify research funding opportunities, write competitive proposals, conduct research activities, administer grants, prepare articles for publication, and communicate professionally.
2. Participating in seminars and workshops on teaching and learning, as well as access to collegiate teaching mentorship provided by the Center for Teaching and Learning and eLearning Services
3. Networking with visiting scholars through attendance at seminars or individual meetings
4. Participating with other Postdoctoral Research Fellows, doctoral students, and faculty facilitators to discuss and critique recent journal articles, how to write and submit journal articles, career development opportunities, and advancing individual research agendas
5. Publishing in appropriate academic journals
6. Participating in professional conferences with the goal or presenting a poster session or paper at the conference
7. Participating in research project meetings scheduled by the Principal Investigator(s) where project team members present interim research findings and share advice and assistance

The success of the Mentoring Plan will be assessed by tracking the progress of the Fellow against the Plan components, interviews to assess satisfaction with the mentoring program, and tracking the Fellow’s progress toward achieving his/her career goals.