

YALE UNIVERSITY

December 4, 2024

Policies for Postgraduate Appointments

Postgraduate appointments may be made under certain circumstances to invite individuals who have completed a bachelor's, master's or equivalent degree to come to Yale for additional training. Their relationship to Yale is comparable to that of postdoctoral appointees. All postgraduate appointees must have a designated ladder track faculty supervisor and clearly defined training and educational objectives.

There are two categories of appointees: Postgraduate Associates and Postgraduate Fellows. The difference arises from the funding source. Appointees funded from Yale-administered research grants, contracts, or other University sources are classified as Postgraduate Associates and are Yale employees. By contrast, Postgraduate Fellows are supported from funding awarded to the trainee from an outside source and are not Yale employees, but still have status within the university associated with the postgraduate appointment. All are short-term appointments for one year, renewable for a second year.

1. Terms of Appointment

1.1 Eligibility: To be eligible for a postgraduate appointment, an individual must hold a bachelor's, master's or equivalent degree from a recognized institution of higher learning, with at most two years of relevant prior post-degree research experience. Exceptions to these limits may be made in cases where an individual had an educational or research hiatus due to extenuating circumstances (e.g., starting a family) or requires training in a new field; all requests will be reviewed on a case-by-case basis. The individual should not hold a terminal degree, including a doctoral degree or its equivalent. Postgraduate appointees may only be appointed by an academic department or other academic unit authorized to make non-ladder academic appointments.

1.1.1 Non-students: Postgraduate Appointments are for trainees who are not matriculated students at another institution.

1.1.2 Visiting Students: Postgraduate Appointments may be made for visiting students matriculated in a degree-granting program at another institution only where an agreement exists between that institution and Yale University. For appointees in this category, the application must include information on the agreement between that institution and Yale University (e.g. Quinnipiac University Netter Medical School Students). This appointment category is not appropriate for doctoral degree candidates carrying out thesis research at Yale; instead, these students should be [Visiting Assistants in Research](#) through the Graduate School of Arts and Sciences. Visiting medical students and Physician Associate students who wish to do a clinical rotation are also ineligible and should apply to the 'Clinical Electives Program' through the YSM Office of Student Affairs or the Yale Physician Associate Program.

1.2 Appointment process: Each postgraduate appointment must have the approval of the supervising ladder rank faculty member and the Lead Administrator of the faculty member's department. The precise mechanism for obtaining approvals is left to the discretion of the department or school. Final administrative approval must also be obtained from the Office for Postdoctoral Affairs through an application process (see Section 4). The application must include the following details:

- (i) the appointment dates, title of Postgraduate Associate or Postgraduate Fellow, and provisions of the appointment;

- (ii) the compensation amount;
- (iii) the source of compensation;
- (iv) a statement of the educational objectives, mentorship and training plan for the appointee. This training plan must be included in the appointment letter.
- (v) An application for a postgraduate re-appointment must include updated mentorship and training plans that describe how an additional year is necessary to meet their educational objectives.

1.3 Compensation: The University shall establish minimum annual compensation for postgraduate appointments. Postgraduate appointments are full-time. In limited circumstances, the University may grant an exception to the full-time requirement. Requests for part-time postgraduate appointments will be reviewed on a case-by-case basis.

1.4 Term: The term of a postgraduate appointment is typically one year, renewable for a second year. Short-term appointments of less than one year are possible, but they are not renewable. The purpose of a postgraduate appointment is to: (1) acquire advanced training necessary to obtain a professional license; or, (2) prepare applications to graduate, medical or other professional school. Requests for a third year in postgraduate appointment will be reviewed on a case-by-case basis.

1.5 Notice of resignation: If a postgraduate appointee elects to resign prior to the end of the appointment, the appointee should provide at least one month's notice to their academic unit administrator. If the departing postgraduate appointee holds non-immigrant status (J-1, H-1B, TN, etc.) and resigns prior to the end of the appointment, the department must notify the Office of International Students and Scholars.

1.6 Notice of termination: If a postgraduate appointment is terminated prior to the end of the appointment for loss of funding, the appointee must be notified in writing at least three months in advance. Termination for other reasons, e.g. poor performance, must first be addressed with verbal and written warnings. In such instances, the Office for Postdoctoral Affairs should be consulted. If the departing postgraduate appointee holds non-immigrant status (J-1, H-1B, TN etc.), the department must notify the Office of International Students and Scholars.

1.7 Return of materials and data: At the end of their appointment, postgraduate appointees must leave all research materials and research data with the supervising faculty member to ensure continuation of the project and compliance with relevant University and sponsor policies.

2. Benefits

Postgraduate appointees are eligible to participate in the following benefits in connection with their appointment and these roles are under the Postdoctoral Associate or Fellow job classification on the benefits webpage. Other University benefits are not available to appointees.

2.1 Health and dental coverage: As employees of the University, postgraduate associates may participate in one of the available health plans offered by Yale for themselves, their spouse, and their families, subject to specific plan provisions. Postgraduate fellows may be eligible to enroll in the same health plans, and the cost may be subsidized in whole or in part, to the extent that funds for this purpose are included in the fellowship or are supplemented by the faculty supervisor or the department. Postgraduate appointees may also be eligible to enroll in dental coverage made available by the

University on the terms offered to those in the Postdoctoral job classification. All postgraduate appointees must have evidence of health insurance coverage during their appointment.

2.2 Paid time off: Unless restricted explicitly by an external sponsor, postgraduate appointees are entitled to the Official Yale Holidays including recess days each year. Appointees are additionally entitled to 12 business days as paid time off (PTO) during each one-year appointment, prorated for appointments of less than 12 months. PTO does not accrue from one year to the next and is not paid out if unused by the end of an appointment. PTO may be used for vacation, illness, caring for family members, or other personal matters. All PTO should be scheduled in advance with the faculty supervisor when foreseeable, and it is recommended that a written record of time used be maintained. PTO for appointees is tracked by the department. Postgrads are not required to use PTO for educational objectives are part of their academic training, including participation in programming at Yale, graduate and medical school applications and interviews.

2.3 Sick time: Postgraduate appointees may receive up to nine (9) sick days annually but require medical documentation from a health care provider if an absence exceeds seven (7) consecutive days. Sick time may be used when the appointee is ill, injured, or caring for an ill family member (child, spouse, parent, parent-in law or domestic partner). Sick days do not accrue from one year to the next and are not paid out if unused by the end of an appointment. Appointees who exhaust their sick day allowance and need additional days may use personal days or apply for an unpaid leave of absence.

2.4 Funding restrictions: If an appointee's funding source specifies personal days and/or sick time provisions that are more restrictive than those outlined above, the terms of the funding source shall apply. At a minimum, however, an appointee must always receive at least five (5) sick days annually.

2.5 Leaves: Some postgraduate appointees may qualify for family and medical leave under state and federal law, including state family domestic violence leave. Postgraduate fellows must also follow the external funding source's policy on leaves. Additional information on eligibility requirements for these leaves may be found on the Office of Postdoctoral Affairs website.

2.6 Auditing University courses: Postgraduate appointees and their spouses or domestic partners are eligible to audit (not for credit and not recorded on a transcript) University courses in the Graduate School of Arts and Sciences and Yale College during the academic year. Classes audited by postgraduate appointees should be consistent with the appointees' training objectives. Appointees should discuss their plans with their faculty supervisor to ensure that the coursework does not interfere with research activities. Postgraduate appointees must have the permission of both their mentor and the instructor to audit classes. Each school has additional requirements for course auditing. Information about school-specific policies can be obtained from the dean's office of each school. Postgraduate appointees may, at the discretion of their mentor and with approval of the course instructor, be allowed to enroll for credit in courses at Yale, for a fee, through the regular admissions procedures, through the Yale College non-degree Special Students Program, the Yale Summer Session, or the Graduate School's Division of Special Registration.

2.7 Facilities: An appointee has access to the University's facilities on terms usual to faculty and staff and is eligible for parking privileges with a limited allocation priority.

3. Expectations for Training

As trainees, postgraduate appointees must be mentored by a member of the ladder faculty (Assistant, Associate or Full Professor), or those with Yale appointments who have been approved for a promotion to a ladder rank on a specified date. A full-time appointment for a postgraduate appointee is a standard work week of 40 hours, not more. Faculty mentors should endeavor to provide an appropriate educational experience that advances the career development of the postgraduate appointee in accordance with the submitted training plan. As such, postgraduate appointees are expected and permitted to participate in training activities outside of research during regular working hours, including applying to graduate, medical or professional schools and in accordance with the training plan and educational objectives of the appointment. Postgraduate appointments renewed for a second year require completion of a reappointment application and updated training plan.

The appointing department must confirm that the postgraduate appointee is not performing staff duties. The department should consult with their Human Resources contact for the appropriate research staff titles if the position is not primarily education and training.

Together the postgraduate appointee and faculty mentor will set and align expectations for the training period.

3.1 Mentor responsibilities: The mentor is expected to:

- (i) provide mentorship and training as outlined in the application training plan;
- (ii) support the appointee's participation in activities in alignment with the training plan and appointee's educational objectives during regular working hours;
- (iii) conform with ethical research standards of the University;
- (iv) comply with all relevant federal, state and municipal regulations and guidelines, including those that relate to human subjects research, the care and use of laboratory animals, and the use of hazardous materials;
- (v) comply with all relevant University and funding policies; and
- (vi) record and document research results appropriately.

3.2 Appointee responsibilities: The postgraduate appointee is expected to:

- (i) fulfill specific research and training objectives;
- (ii) participate in activities in alignment with the training plan and their educational objectives during regular working hours;
- (iii) conform with ethical research standards of the University;
- (iv) comply with all relevant federal, state and municipal regulations and guidelines, including those that relate to human subjects research, the care and use of laboratory animals, and the use of hazardous materials;
- (v) comply with all relevant University and funding policies; and
- (vi) record and document research results appropriately.

3.3 Outside employment: A Postgraduate appointee should consult the Office for Postdoctoral Affairs prior to engaging in additional employment activities. These activities must comply with all relevant University policies including those on conflict of interest, conflict of commitment, and intellectual property. In addition, such employment should be discussed with the faculty mentor, must not interfere with the primary research and training obligations, and must comply with the rules of the funding source.

Administrative Roles

3.4 Departmental Administrators

Departmental administrators are responsible for ensuring compliance with and communicating University policies, and for administrating appointments of postgraduates in their departments. Including:

- (i) advising faculty supervisors on policy for appointments;
- (ii) ensuring applications are complete and necessary documentation is provided;
- (iii) submitting initial and renewal applications for appointments;
- (iv) tracking time off and submitting leave requests to the Office of Postdoctoral Affairs in accordance with University, state and federal policies.

3.5 Office of International Students and Scholars (OISS)

The Office of International Students and Scholars works with departmental administrators in the visa process for international appointees. An OISS advisor must be consulted prior to an appointment, for leave requests, and in the case of terminations, including resignations.

3.6 The Office for Postdoctoral Affairs provides guidance in implementing policies and procedures related to the appointment, roles, requirements, and responsibilities of all postgraduate appointees.

Areas in which the office aids departments include:

- (i) initial appointment and reappointment including processing and approval of appointments, compliance of appointments with university policy, and stipend and data change monitoring;
- (ii) policy administration including leaves, benefits, termination, complaints, resignation, research compliance in accordance with University, funding agency, state and federal policies and in coordination with other University offices
- (iv) support functions such as communication with administrators and the postgraduate community.
- (v) providing programming and training support.