



Jet Propulsion Laboratory
California Institute of Technology

2-year Caltech Postdoc Appointment Option

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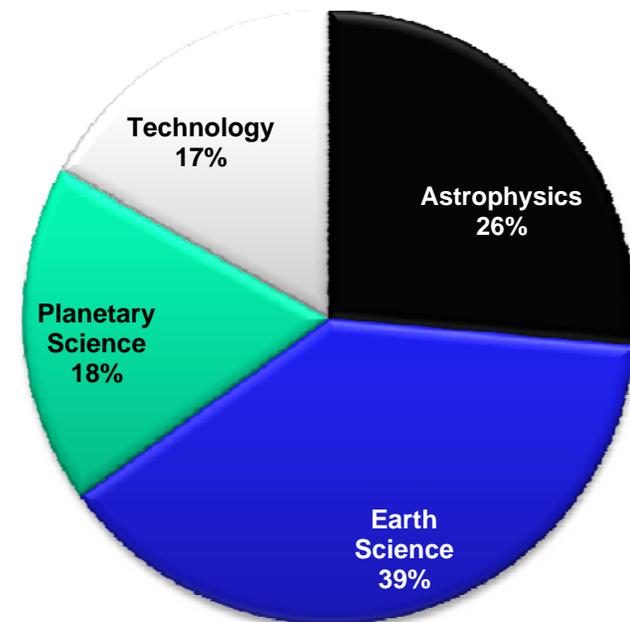
Postdoctoral Programs

- There are currently 106 active postdocs at JPL

- Postdoc Programs:

- **Caltech** = 65 active, 6 pending arrival
- **NASA (NPP)** = 39 active, 17 pending arrival
- **JPL** = 0 active, 4 pending arrival
- **Spitzer** = 1 active, 0 pending arrival
- **Sagan** = 0 active, 1 pending arrival
- **Einstein** = 0 active, 1 pending arrival
- **Keck (KISS)** = 0 active, 1 pending arrival
- **Fulbright** = 1 active, 0 pending arrival

Active Postdocs* per Discipline



*Active Postdocs as of 7/5/11

Require Endorsement Letter from JPL.
Contact JPL Postdoc Office.

Visiting Postdocs Program

<http://ocs.jpl.nasa.gov/opportunities/universities/academicliaison/>

Postdoc Appointment

- NPP, Caltech and JPL new appointments can be made to postdoc candidates who are within 5 years past their PhD
 - *Additionally, NPP has a Senior Fellow category designated for experienced researchers beyond 5 years from their PhD*
- Postdoc Appointments are usually for one year, with the possibility of renewal for 2 additional years. The third year renewal requires explicit justification of a path for the postdoc to find employment as a researcher. Maximum duration of postdoc appointment at JPL is 3 years
- NPP new appointment is technically for two years, “subject to satisfactory performance and the needs of NASA. All appointments periods are subject to the continuing availability of funding”.
 - *Awards are made to Fellows, paid directly by NASA through ORAU*
 - *Fellows decide if they want to stay for the second year, contingent upon advisor evaluation and NPP Center Representative approval.*
 - *Appointments to foreign national Fellows are associated with a 2 year J1 visa*

Can be an option to host faculty on sabbatical.

Slots for NPP awards are not reserved for advisors.

Optional 2-year Caltech Postdoc Appointment

To increase attractiveness, advisors now have the option to request a 2-year duration at the onset of new appointments, effective July 1, 2011.

This option cannot be done retroactively and can only be applied towards the first two years. The 3rd year is still considered a special appointment.

This option is not limited to foreign nationals. The request will be reviewed and adjudicated by line management and the Office of the Chief Scientist.

BENEFITS

- To Advisor:
 - Increase attractiveness to new candidates
 - Express stronger commitment to postdocs
 - Will avoid the hassle of renewal paperwork
 - Will avoid potential suspension of postdoc work (due to delay in paperwork, visa, etc.)
- To Postdoc:
 - Longer employment commitment to show for landlord, loan officer, etc.
 - Foreign National postdocs can avoid having to renew their visa
 - Can help mitigate badging and travel conflicts

Requirement for the Optional 2-year Appointment

Advisors must be able to provide evidence of funding or expectation of funds for the entire 2 year duration

Acceptable proof of funding:



This must be demonstrated in the appointment request.

1. *JPL Account Number(s) (Project/Task) including expiration date(s)*
2. *List of expected awards (proposals selected & funded or selected but not yet funded)*
3. *List of proposals submitted for award*

Cost Estimate for Caltech Postdoc

- Based on \$52k starting salary, inflated Caltech rates and JPL Basic General & Administrative FY11 burden of 12% .
- Estimate is only for labor. Does not include relocation, visa, and chargeback costs.

Year 1 = \$85.2k raw ; \$95.4k burdened

Year 2 = \$87.6k raw ; \$98.1k burdened

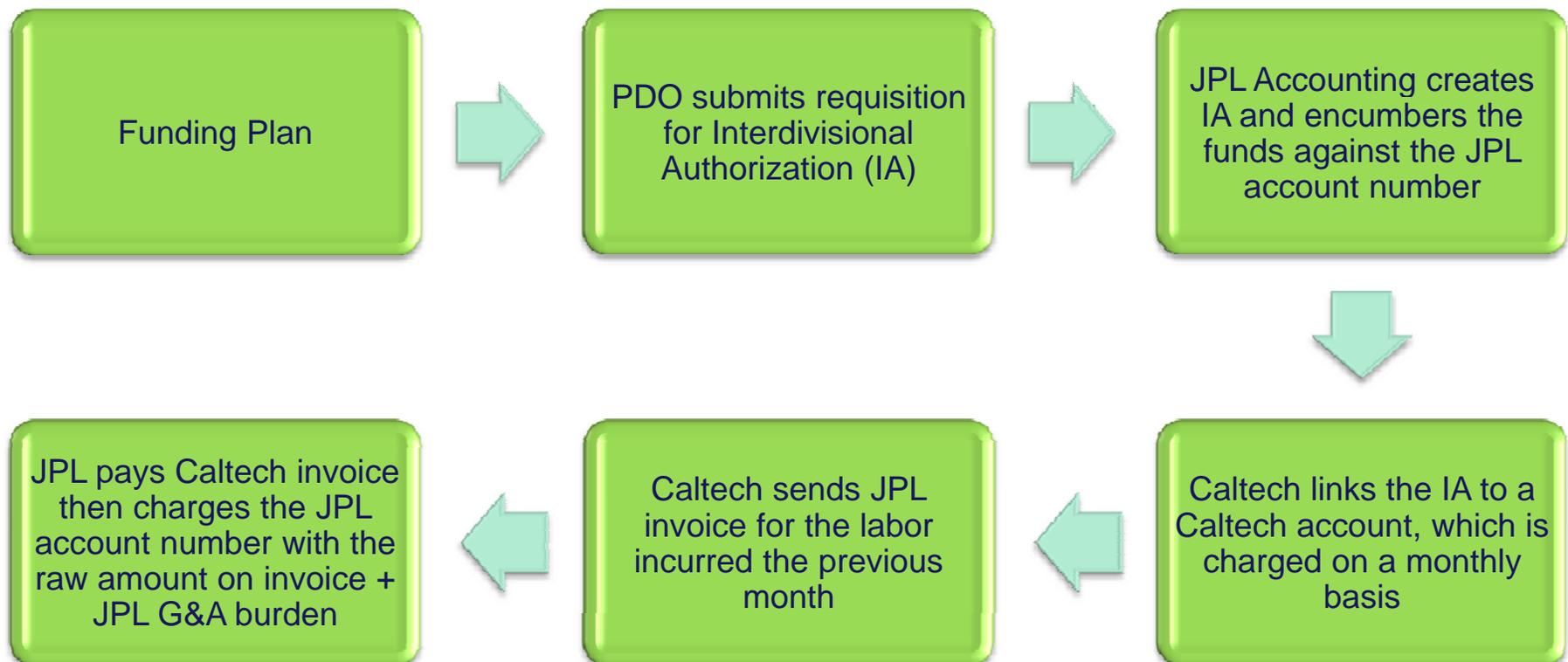


The labor budget for a 2-year
appointment = \$193.5k

Funding the Postdoc

- **Funding Plan**
 - *Describes the funding profile vs. time*
 - *Includes work statement for each account*
 - *Form must be submitted for all appointment requests*
- **Encumbrance of funds for the appointment can be incremental.**

Transfer & Costing of Funds: How does it work?



Changes to Process

- **Job ad template will be changed to allow flexibility for the option**
 - *Advisor need not decide on term of appointment until selection*
- **New Text in Offer Letter**
 - *All offers will be contingent on continued availability of funds and satisfactory performance*
- **Measuring Satisfactory Performance**
 - *A form has been created and will be available on the Postdoc Website*
 - *Advisor provides evaluation during first year and submits the form to the Postdoc Office*
 - *Provides opportunity to address issues in a documented way*
 - *This is to protect the advisor*

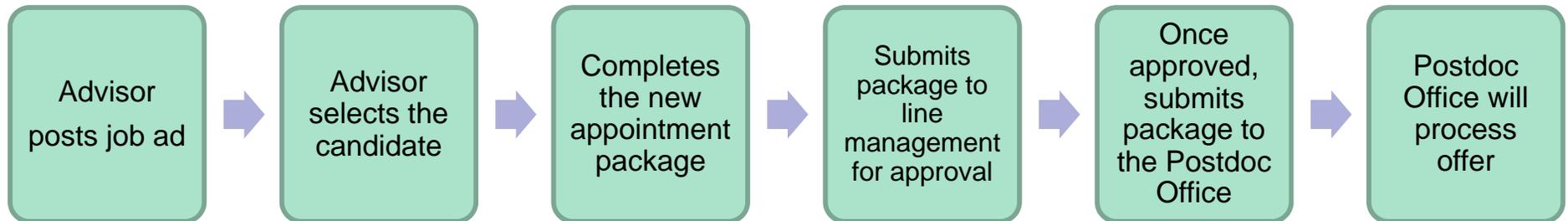
Standards for Notice

- **Advisors are responsible to comply with Caltech's standards for notice policy should the appointment be terminated early due to funding and/or performance* issues.**
 - *Three (3) months advance notice should be given to postdocs who have been at Caltech/JPL for less than 1 year.*
 - *Six (6) months advance notice should be given to postdocs who have been at Caltech/JPL for at least 1 year but less than 2.*

**Excludes gross violations.*

The Standards for Notice are contained in the Caltech Postdoc Handbook.

Process for bringing in a new Caltech Postdoc



- Detailed instructions and up-to-date templates for bringing in a new postdoc to JPL can be found on the Postdoctoral Programs Website at

<http://postdoc.jpl.nasa.gov/advisors/hiringrenewalmemos/>

- Processing lead time for US Citizens is 3 weeks.
- Processing lead time for Foreign Nationals is 6 months. This is to allow enough time for visa acquisition.

Navigating the Postdoc Website: <http://postdoc.jpl.nasa.gov/>

The screenshot shows the JPL Postdoctoral Programs website. The header includes the NASA logo, JPL logo, and navigation links: JPL HOME, EARTH, SOLAR SYSTEM, STARS & GALAXIES, and SCIENCE & TECHNOLOGY. Below the header is a search bar and a navigation menu with icons for Home, Programs, Research Applicants, and Advisors. The main content area is titled "Advisors" and contains three columns. The first column is "Become an Advisor" with a photo of four people and a description. The second column is "Post a Job Ad" with a yellow arrow pointing down from "Step 1" and a red circle around the title and description. The third column is "Hire or Renew a Postdoc" with a yellow arrow pointing down from "Step 2" and a red circle around the title and description.

Postdoctoral Programs

Search

Home

Programs

Research Applicants

Advisors

- Become an Advisor
- Role of Advisors
- Advisor Roster
- Cost Estimates
- Program Comparison
- Post a Job Ad
- Policies and Procedures
- Process Flow
- Hiring and Renewing

Advisors

Postdocs Home > Advisors

Become an Advisor

Download and fill out a template form to become an NPP advisor.

Step 1

Post a Job Ad

Use this form to post a job advertisement on the job board.

Step 2

Hire or Renew a Postdoc

Complete the Host Hire Package and New Appointment Request on-line. You can also use these forms to renew your existing postdoc.

<http://postdoc.jpl.nasa.gov>

Any Questions?