

Creating the 5+1 Packet

All 5+1 Postdocs must be appointed through the process outlined on the Office of Postdoctoral Scholars website found [HERE](#). Our own checklist can be found below:

1. [Request for Appointment Form](#)
 - a. The correct position number is P99803 (Postdoctoral Teaching Scholar - for the teaching and research track) or P99805 (Postdoctoral Research Associate for the internship track)
 - b. Please fill out all fields (fields such as *Date of Birth*, *Status*, or *Intended Visa Type* and *Year of Graduation* are commonly missed).
 - c. The mentor should be either the postdoc's supervisor for their internship or a faculty member in the home department. Department chairs can serve as mentors.
 - d. [Intent to Hire Letter](#) (this is optional and not required and should only be used for the internship track and sent to the scholar after the dean's office has approved the letter in advance).
 - i. If an Intent to Hire Letter was created by the department, you must include it in the packet.
 1. Intent to Offer letters may have been sent to several internship track fellows. If you suspect your appointee had an intent to offer letter and you do *not* have a copy, please reach out to your divisional senior administrative coordinator (Humanities - Tiarra Lax-Walker, Social Sciences - Megan Fitz, Arts - Becky Badger).
 - e. The Job Description should be accurate and detailed. That statement is used in the offer letter: a legally binding document.
 - i. *Please include the postdoc's teaching schedule (1:1 etc.) or internship plan in this description*
 - f. The appointment dates for a 5+1 are August 1, 2024 - May 31, 2025
 - i. If you would like to request an off-schedule 5+1 postdoc, please email your divisional senior administrative coordinator for prior approval. Approval for an off-schedule 5+1 appointment will be reserved for rare and unusual circumstances.
 - g. The salary for the 5+1 on the T&R Track is \$39,000
 - h. The salary for the 5+1 on the Internship Track is \$47,070 (this rate is based on the [NIH postdoc](#) - 0 amount for 10 months).
 - i. 5+1 postdocs are able to access \$1500 in professional development funds through the College of Arts and Letters Dean's Office. That \$1500 should not be included in the stipend amount. ***In order to access these funds, 5+1 postdocs must first meet with the [Graduate Career Services](#) - Thomas Meyers.***
 - j. *These R&PD funds do not act like a discretionary account.* They are part of a general 5+1 Postdoc Professional Development Fund, administered by the Arts

and Letters Dean's Office. After meeting with Graduate Career Services, 5+1 Postdocs can apply for reimbursement through a TravelND Expense Report or by booking travel directly with Anthony Travel. Funds can only be accessed during the course of the 5+1 appointment. Any reimbursement requests submitted after the appointment end date will not be approved. A 5+1 Postdoc should go through their home department admin with questions about appropriate usage and approvals.

- k. Copy of CV in English, **with an updated date of graduation**
 - l. Proof of Degree
 - i. For appointees who have graduated, a copy or picture of the diploma will suffice.
 1. *If the appointee has graduated and indicates so on their CV, that will satisfy the requirement for Proof of Degree*
 - ii. For appointees who finish their requirements, but have not yet officially graduated please confirm that they are marked as "Complete" in OnBase, or have them update their CV to reflect that they received their Ph.D. in 2024. This takes the place of the "Proof of Degree" letter generated by the Grad School
2. Add Job- Personnel Actions (pa.nd.edu)
 - a. After the postdoc office sends the offer letter and receives a signed copy, they will email you with the OK to proceed in building the job in PA.
 - b. The 5+1 position number is P99803 (P1) ([Postdoctoral Teaching Scholar](#)) for the teaching and research track) or P99805 (Postdoctoral Research Associate for the internship track)
 - c. For the 5+1 internship - the 5+1 postdoc's home department has the responsibility to collect the FOAP from the internship host for their \$15,000 stipend contribution (plus fringe) and including that FOAP in the job in personnel actions.
 - d. Please include the appointee's Net ID/ndID. It will be the same as their graduate Net ID/ndID.
 - e. The job's effective date and end date should match the Request for Appointment Form.
 - f. 5+1 Postdocs title is Postdoctoral Teaching Scholar for the teaching and research track or Postdoctoral Research Associate for the internship track.
 - g. 5+1 Postdocs are employed by your Department and you should use your department's Organization Number.
 - h. 5+1 Postdocs are paid out of an [account specific to your department](#).
 - i. See points 1g and 1h for salary details
 - j. Postdocs are approved by your Department Chair and the Budget Administrator (Michelle LaCourt)
 3. For Non U.S. Citizens Only

- a. The Home Department Admin will enter in the email information for the 5+1 postdoc in [ISSAlink](#) and then a link will be sent to the 5+1 postdoc from the ISSAlink site. Please note - when completing this form please cite the Postdoctoral Teaching Scholar title (for the 5+1 teaching and research track) or please cite the Postdoctoral Research Associate title (for the 5+1 internship track). The term “5+1” only exists in the College of Arts & Letters - not the Office of Postdoctoral Studies 😊
 - i. ***You only need to complete the step above if the appointee is NOT a U.S. Citizen.***
 - ii. ***Once the process above has been completed please upload the final documentation from ISSA into the hiring packet in Slate.***

- b. Passport Photos
 - i. For international appointments, you must include a copy of the appointee’s passport ID photo page. You should include copies for any accompanying family members as well.

After the 5+1 appointment packet is processed and the job is built

1. **Create a new record in Filemaker Pro** for the incoming postdoc. Be sure to fill out the record with addresses, citizenship details, mentor information, dates, and rank.
2. **Communicate with the incoming postdoc about their payment information.** Academic Year Postdocs no longer receive a student stipend. They will receive their postdoc salary over 10 months. Postdocs are paid on the 15th and last day of the month.
3. **Communicate with the incoming postdoc about benefits.** 5+1 Postdocs are full-time paid appointments and are eligible for staff benefits, including health insurance. Incoming postdocs should work with HR to determine their benefit elections. Information on available benefits can be found [HERE](#).
4. **Communicate with the incoming postdoc about student loans.** Student loans will generally kick in 6 months after their official graduation date in August or January.