Initiating a Postdoctoral Scholar, Visitor, or Visiting Associate appointment

1. Gather the following information from the candidate for submission to the Division Academic Affairs Manager:
a. Curriculum vitae
b. Citizenship
c. Birth date
d. Place of birth
e. Marital status

2. If candidate is a foreign national, send the Foreign National Intake Form (FNIF) to him or her to complete and return to you. The FNIF can be found on the GPS Division web site under "Appointments" at https://s3-us-west-1.amazonaws.com/gps-prod-storage.cloud.caltech.edu/people_personal_assets/PDF%20Files/FNIF%20Jun2015.pdf

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. Contact your Option Administrator to proceed.

3. Submit the information on the appropriate form.

Definitions

Visiting Associate (Academic Faculty): Visiting associates are appointed for study or research. Teachers or investigators associated with other institutions who expect to stay at the Institute more than one month, or who will spend the equivalent of one day per week or more on campus over an extended period of time, should receive this appointment. She 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 she will return upon completion
of her Caltech appointment. Visiting Associates are subject to reviews at five-year intervals. Appointment of a Visiting Associate requires committee approval (processed by the DAAM), and then a faculty vote, sent by the DAAM to the faculty before submission to Human Resources for appointment/re-appointment

Postdoctoral Scholar (Non-Academic Faculty): Postdoctoral scholars and senior postdoctoral scholars are considered to be temporary interim employees. Postdocs and senior postdocs always work under close supervision of one or more Caltech professorial faculty members. Postdocs and senior postdocs are a separate group, distinct from faculty, staff, and students. Division policy is that postdoctoral scholars hold the position for no more than three years. Past this, they would be transferred to a staff position. Another option is to promote to Senior Postdoctoral Scholar after three years.

Senior Postdoctoral Scholar: Postdoctoral scholars can be 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 six 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 necessarily have a faculty

position (or its equivalent) at another institution, but does have an established position or relationship, to which she will return upon completion of her 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 the appropriate appointment recommendation form, found on the GPS Division web site: https://www.gps.caltech.edu/content/academic-appointments

When submitting the recommendation form to the Division Academic Affairs Manager, be sure to include:

a. Curriculum vitae
b. For nonresident aliens, copy of the FNIF
c. Where required, verification of outside funding*

* If the appointment is to be supported by a source of funding other than Caltech (e.g., the home institution continues to provide a salary or a fellowship is provided), declare amount of support and the name of the supporting agency. A letter from the provider of funding, indicating the amount and the funded period, must be included. Following the current IACC-established minimum salaries, proof of support must begin in the amount of $42,900 per annum for Visiting Associates, Visitors and for Postdoctoral Scholars. This amount will change on an annual basis and the Division office should be consulted for updated minimums.

Note: *Recommendations should be submitted to the Division Office at least one week 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.*

Recommendation is processed

The Division Office is responsible for approving all appointment recommendations, then distributing the information to the appropriate Institute offices for processing. For these appointments, it is the Faculty and Postdoctoral Scholars Services Office. The International Scholars Services Office will be sent the FNIF at the time of appointment submission and will contact foreign nationals regarding visa requirements after the recommendation for appointment has been approved (http://international.caltech.edu/). 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 go first to the International Scholars Services Office (266 S. Chester Ave.) to certify employment eligibility. Secondly, they 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. For GPS, the International Scholars office will schedule an appointment with Narine Malkchyan in Human Resources, x6338.

US citizens 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.

Following the instructions in their formal letter of appointment, they should schedule an appointment with Narine Malkchyan x6338.

The Human Resources' Guide for Faculty, Postdocs and Visitors (http://international.caltech.edu/) provides the above information with additional
tips for scholars relocating to the Pasadena area.