**Postdoctoral Scholar**

**Civil and Environmental Engineering**

**Appointment/Extension Request Form**

**Deadlines for Appointment and Extension Requests: at least 4 months prior to the requested start date**

Postdoc definitions and additional information are available on the [VSPA](https://vspa.berkeley.edu/initiate/overview/postdocs) website.

To request a proposed appointment or extension for Postdocs, faculty sponsors should complete all sections below and forward to Pam Ong in 762 Davis Hall ([acadpers@ce.berkeley.edu](mailto:acadpers@ce.berkeley.edu)) at least 4 months before the requested start date. Your request will then be forwarded to ERSO for processing. *Requests must come directly from the faculty sponsor. Exceptional requests regarding the deadlines should first be forwarded to our department chair for consideration.*

Current minimum rates based on total postdoc experience are available [here](https://www.ucop.edu/academic-personnel-programs/compensation/index.html), under “Current Academic Salary Scales,” Table 23. All Postdocs are eligible for a mandatory increase annually. **If the scholar receives funding from an outside agency and that agency is unable to provide the annual increase, it will be the faculty sponsor’s responsibility to supplement their compensation from other fund sources.**

The department will assess a fee of $500 for appointment, and each extension, of all Postdoctoral Scholars. The fee must be paid by either the faculty sponsor or the visitor. This fee covers the direct administrative costs of processing the appointments and other support services such as computing. If paid by the faculty sponsor, the fee may be recharged to a faculty sponsor’s research account or discretionary account subject to the terms governing the accounts. **If paid by the visitor, proof of payment via bank wire transfer or check must be included by the faculty sponsor with the appointment/extension request by the stated deadline.**

Effective March 15, 2023, a $650 fee is charged by the Berkeley International Office for all new J-1 visa requests ($400 for extensions). *Additionally, the fee cannot not be passed onto the Postdoctoral Scholar and CEE requires that the Faculty Sponsor cover the fee.* UC provides health insurance for all Postdocs and their dependents. If coverage is elected, Postdocs pay a low monthly co‑premium. Information regarding Postdoc Health and Welfare Benefits is available on the [VSPA website](http://vspa.berkeley.edu/postdoc-health-and-welfare-benefits).

**FACULTY SPONSOR INFORMATION:**

|  |  |
| --- | --- |
| **Today’s Date** |  |
| **Faculty Sponsor** |  |
| **Desk Assignment**  **(building and room)** | Click here to enter text. |
| **Program Leader Approval** | Initial: Click here to enter text. (Appointment/Extension)  Initial: Click here to enter text. (Desk Assignment - if applicable) |

**POSTDOC SCHOLAR INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (FAMILY)** | Click here to enter text. | | |
| **Name (FIRST)** | Click here to enter text. | | |
| **Country of Citizenship** |  | | |
| **Email Address** |  | | |
| **Appointment or Extension Request** | **Appointment  Extension** | | |
| **Postdoc Title.** Postdoc definitions and additional information are available on the [VSPA](https://vspa.berkeley.edu/initiate/overview/postdocs) website. | **Postdoc-Employee**  **Postdoc-Paid Direct**  **Postdoc-Fellow** | | |
| **Visit Begin Date (Proposed)** |  | **Visit End Date (Proposed)** |  |
| **Length of Visit.** Must be for a minimum duration equal to the duration of the fellowship or extramural funding |  | **Gender** | **Male**   **Female**  **Another** |
| **PhD Conferral Date** |  | **PhD Institution** |  |
| **Proposed Annual Full-Time Salary.** Current minimum rates based on total postdoc experience are available [here](https://www.ucop.edu/academic-personnel-programs/compensation/index.html), under “Current Academic Salary Scales,” Table 23. |  | **Appointment Percentage** |  |
| **Will the postdoc receive direct funding from an outside (non-UC Berkeley institution) during this appointment?** | **☐ Yes ☐ No** | | |
| **Brief description of duties (2-3 sentences)** |  | | |
| **Do any of these exceptional circumstances apply? If so, allow additional time for processing** | **Appointment is less than 100%**  **Appointment is less than one year**  **Total post PhD experience exceeds five years**  **None apply** | | |

**MANDATORY FEES:**

***Can be paid by either the Faculty Sponsor or Postdoc. Please indicate whether the postdoc will cover these fees or whether you would like to cover either fee.***

|  |  |  |
| --- | --- | --- |
| **CEE** **Department** **Fee**  **$500 – Appts/Extensions** | **Visitor to Pay?** | **Yes**   **No** |
| **If paid by**  **Faculty Sponsor** | **Chart- String:** Click here to enter text.  **Fund Manager**: Click here to enter text. |
| [**J-1 Visa Fee**](http://internationaloffice.berkeley.edu/ucb_departments/recharge_fees)  **$650 - New Appts**  **$400 – Extensions**  **$300 - Expedite** | **Effective Feb. 2023, Faculty Sponsor must cover due to new UAW contract** | **Yes**   **Not Applicable**  ***Per contract, this fee cannot be passed onto the postdoc***  **Chart-String:** Click here to enter text.  **Fund Manager**: Click here to enter text. |