



Ohio Administrative Code

Rule 3342-6-20 University policy for postdoctoral scholars, research associates, and senior research associates.

Effective: July 1, 2023

(A) Purpose.

(1) To outline the terms and conditions of postdoctoral scholars (postdocs), research associates and senior research associates.

(2) The university recognizes the valuable research and educational contribution that these scholars and associates may make to certain academic fields through non-faculty positions requiring a Ph.D. or equivalent terminal (e.g., doctoral) degree. The university authorizes the office of the chief academic officer to establish such appointments in keeping with national standards and university policy.

(3) Those authorized to select and sponsor these appointments will make every effort to consider and advance the university's commitment to diversity and its policy on equal opportunity.

(B) Definitions as used in this policy.

(1) Postdoctoral scholar (i.e. "postdoc"). A postdoc is an early-career individual holding a doctoral degree who is engaged in a full-time, time-limited period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of the individual's choosing.

(2) Research associate. An academic, but non-faculty, position for individuals holding a doctoral degree who have some research or scholarly experience after the doctoral degree, and who typically participate in the research efforts of faculty or an academic unit. The primary purpose is conducting research and/or scholarship for the purpose of supporting the faculty or academic unit.

(3) Senior research associate. An academic, but non-faculty, position for individuals holding a doctoral degree who have at least three years of prior experience as a postdoctoral associate and/or



research associate, and who typically participate in the research efforts of faculty or an academic unit. The primary purpose is conducting research and/or scholarship for the purpose of supporting the faculty or academic unit.

(C) Appointing and renewal requirements.

(1) All postdoc, research associate and senior research associate appointments and renewals that are one hundred percent grant or centrally funded shall include consultation with the appropriate faculty governance body of the academic unit and must be approved by the department chair, dean of the college, and the vice president for research and sponsored programs.

(2) All postdoc, research associate and senior research associate appointments and renewals that are at least partially funded with academic unit funds shall include consultation with the appropriate faculty governance body of the academic unit and must be approved by the department chair, dean of the college, and the provost.

(3) All postdoc, research associate and senior research associate appointments and renewals must follow university policy and processes.

(D) Procedure and policy implementation for postdocs.

(1) Postdoc appointments are full-time, but temporary, one- or two-year appointments.

(2) Postdoc appointments may be granted to appointees who were awarded a Ph.D. or equivalent doctoral degree in an appropriate field typically within the last five years.

(3) Postdoc appointments are typically renewable for up to six years. All renewals are contingent upon available funding, satisfactory performance on the part of the postdoc, and adherence to all University policies and professional standards of conduct.

(4) If the appointment is not being renewed at the end of the appointment period for any reason, including lack of adequate funding, or the postdoc has reached a maximum of six years in the position (including any prior tenure as a postdoc), the department must provide at least thirty days



notice, in advance of the appointment end date. Postdocs are expected to continue performing assigned responsibilities during the notice period.

(5) Department units will set the hiring rate for the scholar in alignment with the funding source and in alignment with the baseline standard set in each discipline based on market rates for research scholars in that discipline. However, in the event that a research scholar may be performing the same or similar work as a staff employee, every effort will be made to align the compensation with the staff salary structure as well.

(6) Postdocs will be under the mentorship of a primary faculty member who will seek, nominate, sponsor, and evaluate the fellow's work.

(7) A postdoc position is granted for the purpose of aiding the postdoc in the pursuit of study or training that will advance his/her/their education. The primary activity is training through research and scholarship.

(8) The university provides to postdocs all benefits and provisions generally provided to full time staff, including one hundred and sixty hours of vacation leave per year, participation in the university health, dental and vision insurance, basic life insurance program, the state or alternative retirement plan, workers' compensation, etc., and postdoc is subject to all payroll deductions standard for employment.

(9) A postdoc position is not eligible for pay out of unused vacation upon separation from the university. All vacation earned must be used prior to the end of the assignment or vacation will be forfeited at the time of separation.

(10) Each postdoc must sign a statement at the commencement of the appointment (employment agreement) affirming that all rights to inventions or other intellectual property developed by the postdoc using university resources, or jointly between the postdoc and other university personnel, during the term of appointment will belong to the university in accordance with university policies and state law. During the course of appointment with the university, the postdoc must also comply with the federal, state, and local laws, rules and regulations regarding his/her/their research/assignment, including, but not limited to, intellectual property and export control.



(E) Procedure and policy implementation for research associates and senior research associates.

(1) A research associate or senior research associate is an employee of Kent state university with a term appointment. The research associate or senior research associate performs research and/or scholarly activities under the direct instruction and supervision of a faculty member in a supporting role.

(2) Research associate or senior research associate positions are term positions with typically a two-year appointment; all renewals are contingent upon available funding, satisfactory performance on the part of the research associate or senior research associate, and adherence to all University policies and professional standards of conduct.

(3) If the appointment is not being renewed at the end of the appointment period for any reason, including lack of adequate funding, the department must provide at least thirty days notice, in advance of the appointment end date. Research associates or senior research associates are expected to continue performing assigned responsibilities during the notice period.

(4) Research associate appointments may be granted to appointees who were awarded a Ph.D. or equivalent terminal (e.g., doctoral degree) in an appropriate field and who have additional research or scholarly experience after obtaining the doctoral degree, at Kent State University or an equivalent institution.

(5) Senior research associate appointments may be granted to appointees who were awarded a Ph.D. or equivalent doctorate in an appropriate field and who have at least three years of additional research or scholarly experience after obtaining the doctoral degree, as a postdoctoral associate and/or research associate, at Kent State University or an equivalent institution.

(6) The university provides to research associates and senior research associates all benefits and provisions generally provided to full time staff, including one hundred sixty hours of vacation leave per year, participation in the university health, dental and vision insurance, basic life insurance program, the state or alternative retirement plan, workers' compensation, etc., and postdoc is subject to all payroll deductions standard for employment.



(7) A research associate or senior research associate whose salary is paid from grant funds is not eligible for pay out of unused vacation upon separation from the university. All vacation earned while funded on grants must be used prior to the end of the assignment or vacation will be forfeited at the time of separation.

(8) Each research associate or senior research associate must sign a statement at the commencement of the appointment (employment agreement) affirming that all rights to inventions or other intellectual property developed by the research associate using university resources, or jointly between the research associate and other university personnel, during the term of appointment will belong to the university in accordance with university policies and state law. During the course of appointment with the university, the research associate must also comply with the federal, state, and local laws, rules and regulations regarding his/her/their research/assignment, including, but not limited to, intellectual property and export control.

(F) Implementation.

(1) Persons in postdoc, research associate or senior research associate appointments are expected to support the university commitment to a positive and ethical community and are expected to comply with all university policies and procedures. In the unlikely event that a person needs to report a violation of policy, the person may use the same avenues as allowed in the policy for employees after first reporting the situation to their primary contact.

(2) Persons in these appointments are not faculty nor are they subject to the conditions of any collective bargaining agreement.

(3) The provost and the vice president for research and sponsored programs will share oversight for these appointments and the administration of this policy.

(4) If instruction is allowed as part of the training or funding, the appointee is required to adhere to the instructor of record policy as applicable to the teaching appointment.

(5) The appointee is responsible for monitoring, reporting, and complying with all tax requirements



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related to compensation, whether direct or indirect income.