



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

Post-Doc/Research Associate Policy

Post-doc/Research Associate (the official UW title)

Post-doc/research associate appointments must be within six (6) years after receipt of the PhD. Further, an individual may not hold the post-doc/research associate appointment for more than six years after receipt of the terminal degree unless Academic Human Resources (AHR) approves an exception. Reasons for an extension beyond six years from PhD may be that the individual is starting an entirely new area of research. The appointment of a post-doc/research associate is up to one year; the appointment may be renewed annually with a maximum of 6 years in the title. If someone is ineligible for a Research Associate position, the Chair's Assistant can assist with finding alternative titles.

The Chair and Chair's Assistant should be notified in writing at least three (3) weeks in advance of the requested hire date of a post-doc/research associate, including name of individual, proposed start date of appointment, duration of appointment, purpose, and if they have space in a lab or if they need space. Note that if the visitor requires a UW-sponsored visa additional time is required (see below).

Visa Issues

If a post-doc needs a J-1 visa, the process should begin at least three (3) months in advance of the visit with the request to the Chair; a J-1 renewal requires a minimum of two (2) months of lead time. If an H-1B visa is required the process should begin 8 months in advance of the visit with the request to the chair at the minimum; an H-1B renewal requires a minimum of 6 months of lead time. Post-docs may also be eligible for an "optional practical training" visa—which could be an F-1 or a J-1 visa.

Rationale for the policy

The Department needs to be able to adequately manage personnel, space and other resources. We need to know who is in the Department/on campus, as does the University. It is unacceptable from a risk management and UWPD standpoint to issue keys (thus offer space) to individuals who are not on campus in an official status. For emergency management and operations it is also necessary for us to know who is in the department.

Exceptions to the policy

Exceptions to this policy require the Chair's approval.

Contacts

General questions about the policy and/or Titles for visitors: Scott Dakins

[Updated 2/10/2024]