
APPOINTMENT PROCESS

INITIATING A POSTDOCTORAL SCHOLAR, VISITOR OR VISITING ASSOCIATE APPOINTMENT

Gather the following information from the candidate:

- a. Curriculum vitae
- b. Citizenship
- c. Birth date
- d. Place of birth
- e. Marital status

Note: Visitors staying at Caltech for 30 or fewer days require a guest or volunteer appointment. See “Guests and Volunteers” at <http://www.cce.caltech.edu/staff-handbook>

DEFINITIONS

- Visiting Associate: Often, a colleague of a Caltech professorial faculty member who is here to collaborate on research. He 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.
- Postdoctoral Scholar: 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. Time served in the rank of postdoctoral scholar cannot exceed the maximum of six years.
- Senior Postdoctoral Scholar: Postdoctoral scholars are generally 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 nine 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 have a faculty position (or its equivalent) at another institution, but does have an established position or relationship, such as postdoctoral scholar, to which he will return upon completion of his 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 an appointment recommendation form, found on the CCE Division web site: <http://www.cce.caltech.edu/staff-handbook>

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

- a. Curriculum vitae
- b. Where required, verification of outside funding
- c. For postdoctoral scholars, submit a [postdoc application form](#)

* If nonresident aliens are to be supported by a source of funding other than Caltech, 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 \$47,500 per annum for Visiting Associates/Visitors and \$47,500 per annum for Postdoctoral Scholars. This amount will change on an annual basis and the Division office should be consulted for up-to-date 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 the recommendation, then distributing the information to the appropriate Institute offices for processing; the Faculty and Postdoctoral Scholars Services Office (<http://hr.caltech.edu/work/postdocs>) and the International Scholars Services Office. The International Scholars Services Office 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. Following the instructions in their formal letter of appointment, they should schedule an appointment with International Scholar Services x2188.

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 Vicki Pratt x6306.

The [Human Resources' Guide](#) for Faculty, Postdocs and Visitors provides the above information with additional tips for scholars relocating to the Pasadena area.