**CNGLS Postdoctoral Scholar Reporting Parameters and Definitions**

***Postdoctoral Scholar Definition***

The Coalition understands that each institution might have particular rules to define a postdoctoral scholar. Institutions will report postdoctoral data according to their institution’s definition for these trainees. Most importantly, each institution should be transparent about their definition.

The National Postdoctoral Association provides a nice starting definition for institutions that have not yet formally defined a postdoctoral scholar. Examples of institutional definitions can be found at the end of this document.

***A postdoctoral scholar ("postdoc") is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing. (***<http://www.nationalpostdoc.org/?page=What_is_a_postdoc>)

***Degrees***

Postdoctoral scholars may hold a wide range of doctoral degrees (for example, PhD, MD, PharmD, EdD, DPH and many others). Institutions should include all individuals that fit their institutional definition of postdoctoral scholar. However, Coalition reporting excludes individuals pursuing clinical fellowships and residencies in the health sciences. In other words, medical residents and clinical fellows are not considered postdocs.

***Unit of Analysis***

If possible, data will be presented at the department level. Otherwise, institutions have the flexibility to aggregate at the level that best fits their institution (for example, school/college).

***Academic Year (AY)***

A one-year unit encompassing Fall, Spring, and Summer semesters. Academic Year may begin with Summer or Fall depending on institutional definition.

***Years of Data to Present***

Minimum reporting standard is the most current academic year available. Multiple years can be presented if available.

***Reporting Population***

For postdoctoral population reporting, the population census taken at specific point-in-time, for example October 1. The specific date may vary among institutions but must be indicated in notes.

* Postdoc population is reported as of Fall of the academic year
* Postdoc population is reported in single year cohorts (Fall 2016, Fall 2017, etc…)
* Postdoc population is reported along demographics outlined below.

***Demographics***

These are the standard demographics in our reporting.

**Sex**

Sex is reported as either male or female.

**Citizenship Group**

* Domestic: Postdocs who are US citizens or Permanent Residents
* International: Postdocs who are not considered domestic as defined above

**Race and Ethnicity and Underrepresented Minority (URM):**

A postdoc is reported as URM if ethnicity/race is reported as one of the following:

* African American/Black
* American Indian
* Hispanic/Latina/Latino
* Pacific Islander
* Multiracial when one or more are from the preceding racial and ethnic categories.

Only **domestic** postdocs are considered part of the URM group and thus all URM percentages are reported out of the domestic population.

**Note:** Demographics need only be reported per each category. No interactions/crosstabs are needed for these reports.

***Time in Postdoctoral Training***

Time in postdoc will be calculated as the time spanned from the beginning of the postdoc appointment to the end of the postdoc appointment. Time as students or in other titles is not to be included in this time. Minimum standard for reporting is the most recent academic year.

* Time in training is reported as cohorts by Academic Year.
* Time in training is reported for postdocs leaving the institution during the defined Academic Year.
* Time in training is reported in years.

***Sample Coalition Member Postdoc Reporting Plan (UCSF):***

a.      **Time in Postdoc**

* Decision to present each year of data (2011-2017) since the postdoc population each year is large enough (~400)
* However, if it turns out that there is very little variability between years, bucket in two-year groups but drop 2011 (i.e., 2012 + 2013, 2014 + 2015, and 2016 + 2017). Possibly add a median as a trend line alongside the variation from year to year.

b.      **Demographic Breakdown by Department**

* Only departments with 15 or more postdocs will be reported.  All other departments within a given School will be aggregated for demographic reporting
* Department is a filter at the top right of the dashboard that will adjust all frames for gender and citizenship status in that specific department. We will not report URM status by department since the numbers will be very small.

**Institutional Postdoctoral Scholar Definitions**

**Example current institutional definitions**

**Duke University**

<https://postdoc.duke.edu/policies-and-forms/duke-university-postdoctoral-policy-revised-july-1-2009>

#### *The Duke Postdoctoral Policy is applicable to*:

a) Postdoctoral Associates, as defined in Sections 1, 2, and 2-A of this policy, and to,

b) Postdoctoral Scholars, as defined in Sections 1, 2, and 2-B of this policy, and to,

c) Postdoctoral Scholars-Paid Direct, as defined in Addendum 1 of this policy.

*This Policy does not apply to other positions in* [*Job Family 27*](https://hr.duke.edu/careers/job-descriptions/job-families) (e.g., Research Associate Senior, Research Scientist, Associate in Research, etc.). Such positions are not considered Duke postdoctoral appointments.

**Definition**:

* The Postdoctoral Candidate holds a PhD or equivalent doctorate (e.g. ScD, MD, DVM).
* The term of the appointment is limited (see Section 5 for length of appointment).
* The appointment involves substantially full-time research or scholarship, and may include teaching responsibilities.
* The appointment is generally preparatory for a full time academic or research career.
* The appointment is not part of a clinical training program, unless research training under the supervision of a senior Faculty Mentor is the primary purpose of the appointment.
* The Postdoctoral Appointee functions under the supervision of a Faculty Mentor or a department/responsible unit at Duke University.
* The Postdoctoral Appointee is expected to publish the results of his or her research or scholarship during the period of the appointment.

Also a few relevant points from the [Postdoctoral Policy FAQ](https://postdoc.duke.edu/policies-and-forms/faq-duke-postdoctoral-policy):

*Are postdoctoral positions faculty appointments or staff appointments?*

* Postdoctoral appointments are staff appointments. The [Duke Postdoctoral Policy](http://www.postdoc.duke.edu/policies-and-forms/duke-university-postdoctoral-policy-revised-july-1-2009) outlines differences between postdocs and other staff employees, but in the absence of a stated difference, regular staff policies and procedures apply.

*Can a postdoctoral appointment be for less than one year?*

* The initial appointment for a postdoctoral appointee must be at least 9 months (one academic year).

*A grad student in our department just received his PhD. The PI would like to keep him on as a postdoc for a few months before he moves to his first “real” postdoc position. May we appoint the student as a Postdoctoral Associate?*

* Postdoctoral Associate is a full-time, exempt appointment for a period of 9 months or greater, and is subject to the postdoctoral salary minimum and other stipulations of the postdoctoral policy. Postdoctoral Associate is not an appropriate category for recent graduates who are continuing their work in the department for a few months until they begin a postdoctoral appointment at another university or find other employment.

**Michigan**

<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20119-postdoctoral-research-fellows>

**Penn**

<https://provost.upenn.edu/uploads/media_items/ii-b-5-postdoctoral-trainees.original.pdf>

**Princeton**

The postdoctoral researcher ranks are used for temporary appointments enabling recent Ph.D. recipients to develop professional maturity, judgment, and experience through close association with the faculty, more senior researchers and professional specialists on research projects. Normally, researchers who serve in these ranks in the humanities and social sciences have received the Ph.D. degree not more than three years prior to appointment, five in the natural sciences and engineering*.* Except in the event of dismissal for cause, postdoctoral researchers (whose appointments will include a specific termination date) will, unless reappointed, terminate at the specified date without further notice or severance pay.

All postdoctoral researchers in the social sciences, natural sciences, and engineering are required to complete a course in Responsible Conduct of Research (RCR). Our policy for RCR training may be found [here](http://www.princeton.edu/orpa/compliance/responsible-conduct-of-re).

* [1. Postdoctoral Research Fellow](https://dof.princeton.edu/rules-and-procedures-professional-researchers-and-professional-specialists-princeton-university-34)
* [2. Postdoctoral Research Associate](https://dof.princeton.edu/rules-and-procedures-professional-researchers-and-professional-specialists-princeton-university-35)
* [3. Senior Research Assistant](https://dof.princeton.edu/rules-and-procedures-professional-researchers-and-professional-specialists-princeton-university-37)
* [4. Visiting Postdoctoral Research Associate](https://dof.princeton.edu/rules-and-procedures-professional-researchers-and-professional-specialists-princeton-university-36)