5.11.2 Postdoctoral Scholars in Degree Programs: Implementation

Last updated on:
The separate procedures related to appointment as a postdoctoral scholar and admission to matriculated graduate study at Stanford are defined in the relevant documents (Research Policy Handbook 10.3, Postdoctoral Scholars [1], and GAP 2.1, Admitting Graduate Students to Matriculated Study [2], respectively). The procedures below describe activating the postdoctoral scholar in a graduate degree program and providing the necessary financial support.

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1. Processing Concurrent Appointments
2. Financial Support

1. Processing Concurrent Appointments

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<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tr>
<td>1. Discusses whether concurrent matriculation in a graduate degree program is appropriate for a postdoctoral scholar’s professional training and development.</td>
<td>Postdoctoral Scholar and Mentor</td>
</tr>
<tr>
<td>2. Provides guidance to the postdoctoral scholar and to the involved departments and programs.</td>
<td>ARTS office</td>
</tr>
<tr>
<td>3. Applies to the relevant Stanford graduate degree program.</td>
<td>Postdoctoral Scholar</td>
</tr>
<tr>
<td>4. Upon admission, notifies the Office of Postdoctoral Affairs of the postdoc’s intended matriculation.</td>
<td>Postdoc’s home department</td>
</tr>
<tr>
<td>5. Upon admission, notifies the Office of the Registrar of the postdoc’s intended dual registration.</td>
<td>Graduate Degree Program</td>
</tr>
<tr>
<td>6. Term-activates and matriculates the postdoc in a graduate career in the degree-granting program (NOTE: The postdoc will already have been term-activated as a nonmatriculated student with a PD career. The individual will therefore be appointed simultaneously in two careers in PeopleSoft SA).</td>
<td>Registrar</td>
</tr>
<tr>
<td>7. Activates the graduate tuition charge applicable to the graduate degree, and cancels the postdoc registration fee.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>
8. Monitors the postdoc’s progress through the graduate degree program.  
   Advisor and Graduate Department

9. Determines, on a case-by-case basis, whether an extension of the “postdoc clock” is appropriate, and if it is, extends the maximum number of years for the appointment.  
   Postdoc Office

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### 2. Financial Support

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<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>1. Processes all financial support for the postdoc, including payments of</td>
<td>Postdoc’s home department</td>
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<tr>
<td>graduate tuition in GFS.</td>
<td></td>
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<tr>
<td>2. Provides guidance to the postdoctoral scholar and to the involved</td>
<td>ARTS office</td>
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<tr>
<td>departments and programs.</td>
<td></td>
</tr>
<tr>
<td>3. Aid-year activates the postdoc in GFS each year, selecting EITHER the TAL</td>
<td>Postdoc’s home department</td>
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<tr>
<td>category of PD or GR. The choice of TAL category will direct how the</td>
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<tr>
<td>individual's financial support will be processed, either as a postdoc or as</td>
<td></td>
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<tr>
<td>a matriculated student.</td>
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**IF PROCESSING THE SCHOLAR’S SUPPORT AS A POSTDOC (TAL category = PD),**  
**USE THIS PROCESS FOR FINANCIAL SUPPORT.**

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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Enters and approves the postdoc’s agreed-upon financial support in GFS,</td>
<td>Postdoc’s home department</td>
</tr>
<tr>
<td>charging half as salary on an appropriate research grant or contract, and the</td>
<td></td>
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<tr>
<td>other half as fellowship tuition.</td>
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<tr>
<td>5. Cancels the TAL line associated with the postdoc’s salary (this cancel’s</td>
<td>Postdoc’s home department</td>
</tr>
<tr>
<td>the payment of the postdoc’s registration fee).</td>
<td></td>
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<tr>
<td>6. Enters and approves the postdoc’s graduate tuition using the Fellowship</td>
<td>Postdoc’s home department</td>
</tr>
<tr>
<td>Tuition panel in GFS.</td>
<td></td>
</tr>
<tr>
<td>7. Monitors the postdoc’s financial support.</td>
<td>Postdoc’s home department</td>
</tr>
</tbody>
</table>

**IF PROCESSING THE SCHOLAR’S SUPPORT AS A GRADUATE STUDENT**  
**(TAL category = GR or ENGR, depending on degree),**  
**USE THIS PROCESS FOR FINANCIAL SUPPORT.**

<table>
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<tr>
<td>8. Enters and approves the postdoc’s agreed-upon financial support as either</td>
<td>Postdoc’s home department</td>
</tr>
<tr>
<td>stipend or salary, or a combination of both, in GFS.</td>
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<td></td>
<td>If paying the postdoc with salary, enters the Research Assistantship appointment for a maximum of 20 hours/week. Either adjusts assistantship salary, or provides additional fellowship support, to provide compensation at the agreed-upon postdoctoral level.</td>
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<tr>
<td>9.</td>
<td>If paying the postdoc with salary, approves the associated TAL to pay the scholar’s graduate tuition.</td>
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<tr>
<td>10.</td>
<td>If paying the postdoc with stipends, or if additional graduate tuition is needed, processes the tuition payment using the Fellowship Tuition panel in GFS.</td>
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<tr>
<td>11.</td>
<td>Monitors the postdoc's ongoing financial support</td>
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<td>12.</td>
<td></td>
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