

## 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

PROCESS STEPS	RESPONSIBILITY
1. Discuss whether concurrent matriculation in a graduate degree program is appropriate for a postdoctoral scholar's professional training and development.	Postdoctoral Scholar and Mentor
2. Provide guidance to the postdoctoral scholar and to the involved degree programs.	ARTS office
3. Apply to the relevant Stanford graduate degree program.	Postdoctoral Scholar
4. Upon admission, notify the Office of Postdoctoral Affairs of the postdoc's intended matriculation.	Postdoc's home department
5. Upon admission, notify the Office of the Registrar of the postdoc's intended dual registration.	Graduate Degree Program
6. Term-activate and matriculate 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).	Registrar
7. Activate the graduate tuition charge applicable to the graduate degree, and cancel the postdoc registration fee.	Registrar

8.	Monitor the postdoc's progress through the graduate degree program.	Advisor and Graduate Degree Program
9.	Determine, on a case-by-case basis, whether an extension of the "postdoc clock" is appropriate, and if it is, extend the maximum number of years for the appointment.	Postdoc Office

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## 2. Financial Support

PROCESS STEPS	RESPONSIBILITY
1. Process all financial support for the postdoc, including payments of graduate tuition in GFS.	Postdoc's home department
2. Provide guidance to the postdoctoral scholar and to the involved degree programs.	ARTS office
3. Aid-year activate the postdoc in GFS each year, selecting EITHER the TAL category of PD or GR. The choice of TAL category will direct how the individual's financial support will be processed, either as a postdoc or as a matriculated student.	Postdoc's home department

IF PROCESSING THE SCHOLAR'S SUPPORT AS A POSTDOC (TAL category = PD), USE THIS PROCESS FOR FINANCIAL SUPPORT.

4. Enter and approve the postdoc's agreed-upon financial support in GFS, charging half as salary on an appropriate research grant or contract, and the other half as fellowship tuition.	Postdoc's home department
5. Cancel the TAL line associated with the postdoc's salary (this cancels the payment of the postdoc's registration fee).	Postdoc's home department
6. Enter and approve the postdoc's graduate tuition using the Fellowship Tuition panel in GFS.	Postdoc's home department
7. Monitor the postdoc's financial support.	Postdoc's home department

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

8. Enter and approve the postdoc's agreed-upon financial support as either stipend or salary, or a combination of both, in GFS.	Postdoc's home department
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9.	If paying the postdoc with salary, enter the Research Assistantship appointment for a maximum of 20 hours/week. Either adjust assistantship salary, or provide additional fellowship support, to provide compensation at the agreed-upon postdoctoral level.	Postdoc's home department
10.	If paying the postdoc with salary, approve the associated TAL to pay the scholar's graduate tuition.	Postdoc's home department
11.	If paying the postdoc with stipends, or if additional graduate tuition is needed, process the tuition payment using the Fellowship Tuition panel in GFS.	Postdoc's home department
12.	Monitor the postdoc's ongoing financial support	Postdoc's home department

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**Links**

[1] <http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars>

[2] <https://gap.stanford.edu/handbooks/gap-handbook/chapter-2/subchapter-1/page-2-1-1>