

# CENTER FOR

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# Postdoctoral Affairs

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## IN THE HEALTH SCIENCES

### Monthly Postdoc Updates for Postdoctoral Administrators

*Volume 26 | August 2023*

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#### Postdoc Administrator Highlight: Christopher Fedor

*School of Medicine  
Department of Developmental Biology*



**How long have you been in your position?** I have been working for Pitt for almost 15 years, but in my current position for almost 8 years.

**What do you like about postdoctoral affairs?** I like the OACD Staff. Having Tammy Dennis and Kristen Chavis in OACD is a great asset to Pitt's Health Sciences Staff. They are very efficient and extremely helpful.

**What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial?** Do not hesitate to reach out directly to Tammy or Kristen if you have any questions, especially if they are more complex ones that do not have a short easy answer.

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## FY 2024 Compensation Increases

FY 2024 Compensation Increases for Postdoctoral Associates and Postdoctoral Scholars have been released.

### **MEMORANDUM**

TO: Chairs, School of Medicine

Deans, Schools of the Health Sciences

FROM: William J. Madden

DATE: August 10, 2023

SUBJECT: FY 2024 Compensation Increases for Postdoctoral Associates and Postdoctoral Scholars

### **Postdoctoral Associates**

Compensation increases for Postdoctoral Associates will continue to follow the current processing procedure, where they normally receive their salary increases when their annual contract is renewed. For FY 2024, increases should follow University compensation increase guidelines as outlined below:

- 3.0% for satisfactory performance
- 1.0% for equity, market, and performance

Postdoctoral Associates in the schools of the health sciences, whose compensation is below the appropriate NIH stipend level for their years of experience, may receive a compensation increase above the University Guidelines up to the next NIH stipend level. Compensation increases for Postdoctoral Associates, whose compensation is already above the appropriate NIH stipend level, are limited to the University compensation increase guidelines.

Faculty mentors requesting any variation of the University Guidelines, i.e., requesting a less than 3% or more than 4% compensation increase for their Postdoctoral Associate, must provide their rationale to the Center for Postdoctoral Affairs in the Health Sciences at [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu) to request a waiver of current postdoctoral compensation policy within the schools of the health sciences.

### **Postdoctoral Scholars**

Compensation increases for Postdoctoral Scholars will continue to follow the current processing procedure, where they normally receive their stipend increases when their annual contract is renewed.

- For NIH National Research Service Award (NRSA) recipients, compensation increases are linked to the current stipend levels at <https://grants.nih.gov/grants/guide/noticefiles/NOT-OD-23-076.html>
- Postdoctoral Scholars supported by other funding sources should follow the Notice of Award (NOA) specifications or the University Guidelines.

Please note that the fiscal year for the US Federal Government is October 1st through September 30th. The announcement of new fiscal year stipend rates is typically delayed,

so in some cases, retroactive FY 2024 stipend increases may be appropriate. Retroactive stipend increases for Postdoctoral Scholars only apply if the award was issued in the new federal fiscal year, not if the Postdoctoral Scholar was appointed in the new federal fiscal year. Postdoctoral Scholars appointed in the new federal fiscal year on awards funded in the previous federal fiscal year, are not eligible for retroactive stipend increases. Rather, the new federal fiscal year stipend rates would apply at the time of their reappointment.

The Office of the Senior Vice Chancellor for the Health Sciences is committed to fostering a postdoctoral environment which attracts high achieving trainees and prepares today's emerging investigators to become future leaders in scientific research. Competitive and equitable postdoctoral compensation is imperative to sustaining the significant advances of our research enterprise.

Faculty mentors with questions regarding postdoctoral policy in the schools of the health sciences should contact Dr. Darlene Zellers at [zellersd@pitt.edu](mailto:zellersd@pitt.edu). Postdoctoral department administrators with questions regarding the processing of postdoctoral compensation increases should contact the Center for Postdoctoral Affairs in the Health Sciences at [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).

Thank you for your attention to these matters.

WJM:jd

cc: Ms. Deborah Kollar  
Dr. Leeanna McKibben  
Dr. Darlene Zellers

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## **Funding Change Mid-Appointment**

When the funding source changes mid-appointment for a postdoc, the database must be updated with the latest information. You will need to provide a funding source addendum letter, uploading it into the database and changing the funding source information under the salary/stipend section.

If the funding source is changing due to the postdoc receiving a fellowship or grant with specific budget dates, a new appointment letter will need to be drafted to have their start/end dates coincide with the budget dates.

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## **Reappointments**

Please make sure to provide all required documents when submitting a reappointment. The required documents include the reappointment letter, updated CV, updated Career Development Plan (CDP), and Progress Assessment. When submitting through the OACD Postdoctoral Portal, you must upload the updated CV and reappointment letter. If the CDP and Progress Assessment have not yet been completed at the time of pre-approval

through the database, make a note in the comment section. These must then be provided when submitting the reappointment through PittWorx or sent to Kristen Chavis ([kmc311@pitt.edu](mailto:kmc311@pitt.edu)) prior to PittWorx approval.

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Please send any comments or suggestions for future newsletters to [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).

Archived editions of past newsletters are available on the [OACD Website](#).



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