

Salary and Hiring Guidelines for UNL College of Engineering Postdoctoral Research Associates

Approved by College of Engineering Dean and Department Executive Officers
Updated June 3, 2024

Salary

The minimum annual salary for postdoctoral research associates hired in the College of Engineering will be based on current National Institutes of Health (NIH) minimums. NIH minimum postdoc salaries updated effective April 23, 2024, may be found at:

[NOT-OD-24-104: Ruth L. Kirschstein National Research Service Award \(NRSA\) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2024 \(nih.gov\)](#)

The new NIH minimums will apply to the following:

- New hires beginning work on or after July 1, 2024; or
- Budgeted hires included on grant proposals submitted on/after date of distribution of these guidelines.

Based upon NIH minimums, the current salary for FY2024, full-time (1.0 FTE) postdoctoral associate with 0 years of experience, is \$61,008. While encouraged to pay at least the new minimum rate, faculty with awards or proposals already submitted with the prior minimum rate budgeted may use the amount previously budgeted. Minimum appointments of one (1) year are required unless special circumstances dictate shorter durations as approved by College of Engineering Human Resources in consultation with the Dean.

As postdoctoral research associates are typically hired using funds from externally sponsored projects, all personnel actions (hiring, extension of appointment, salary adjustments, etc.) must have demonstrated available and allowable funding for salary and benefits for the expected duration of appointment. Regardless of source of funding, postdoctoral research associates are typically eligible for all regular employee benefits (including vacation and sick leave) but not retirement benefits.

Postdoctoral research associates are eligible for annual merit increases effective July 1 each year based on performance and available funding. Any other proposed salary increases at any time outside the annual merit increase cycle requires EVC approval and demonstration of available funding. Likewise, any proposed overload payments to postdoctoral research associates must be approved first by the College and then by EVC's office.

Hiring and Extensions

College HR will facilitate requests for hiring, extension, or salary adjustments of postdoctoral research associates; many of these personnel actions will require approval by the Executive Vice Chancellor's Office (EVC) which will be facilitated by College HR with diligent input from

the faculty sponsor. Likewise, requests to fill vacated postdoctoral research associate positions also require EVC approval.

Current postdoctoral research associate appointments may be extended without prior EVC approval assuming availability of funding throughout the duration of the appointment and no change in salary rate. Postdoctoral research associates may be extended up to a maximum of five (5) years at the University of Nebraska.

Offer letters

No written offers of employment (new hires or extensions) for postdoctoral research associates may be executed without EVC and College HR approval. Please contact College HR (60 days in advance) when pursuing hiring of postdoctoral research associates or appointment extensions to avoid delays in approval of personnel actions.

Eligibility

All postdoctoral research associate hiring is contingent upon completion of a Ph.D. program on or before the effective date of the appointment.

All hiring and extensions require having employment authorization from the United States Citizen and Immigration Services. Please contact College HR (60 days in advance) if employment authorization needs to be extended or a new authorization type will be pursued to avoid delays and potential employment disruption (examples are J-1 VISA or H-1B extension). *See the International Student and Scholar Office (ISSO) website for anticipated USCIS processing times that follow submission.

The International Student and Scholar Office (ISSO) and College HR can provide assistance bringing international scholars to UNL. The host department/faculty member should allow at least two (2) months in advance of the scholar's arrival date so the visiting scholar will have time to obtain a visa which may be a J-1. Detailed information on this process can be found here: <https://globalnebraska.unl.edu/isso/host-or-hire-j-1-scholar>