



Division of Biology and
Biological Engineering

CALIFORNIA INSTITUTE OF TECHNOLOGY
Recommendation for Appointment
Postdoc (Caltech PhD ONLY)

Full name: Last, First, Middle					
Mailing Address					
Phone		Email			
Birthdate MM/DD/YYYY		Birthplace (City Only)			
Birth Country		Gender		Marital status	
Country of Citizenship					
Visa Type If Applicable		Visa Exp Date			
Length of Appointment		Appointment Start Date			
Salary (Min \$68,000) (Eff 10/1/24 \$70,264)		Appointment End Date			
Budgets to be charged:					
PTA #		Percentage		Paid By	
Approval Signature				Date	

All graduate students moving to a postdoc position can be appointed for up to one year with approval from the chair. Anything beyond the first year requires approval through the IACC and if given their approval, up to two more years are allowed max. After the approved two to three years, they are expected to move on to another university or a position change will be required. If you believe any of this might be an issue, let me know so we can discuss other job title options. In addition, postdocs are allowed to take vacation time after nine months as a postdoc. If their vacation time is not taken, it may be paid out to the postdocs. More info to come if the appointment goes beyond nine months.

NOTE: Recommendations must be submitted to the Division Office at least 4 weeks before hire date.

Submit form and CV to Stefany Nielsen, BBE Division Office, snielsen@caltech.edu