

Kathmandu University

Policy Guidelines for Postdoctoral Position, 2021 (PGPP 2021)

This document intends to provide the concerned parties of Postdoctoral Position the information about the position, eligibility, procedure and roles of a person holding the appointment of a Postdoctoral Researcher (PDR) or a Senior Post Doctoral Researcher (SPDR) at Kathmandu University. Postdoctoral position at Kathmandu University (KU), offered to PhD degree recipients, aims to contribute primarily to the research environment of the University. Through the involvement in research works and creative endeavors, the scholar is expected to broaden individual expertise, and contribute significantly to the chosen fields, to the University and to the University's faculty researchers. The scholar may also contribute to the teaching mission of the University. The policy applies to postdoctoral scholars, their advisor faculty at KU, and any sponsoring member of KU community.

1. Postdoctoral scholar:

A postdoctoral scholar at KU is a researcher beyond the doctoral level pursuing advanced studies, research and training under the mentorship of an Advisor or more. Appointed by the Research Committee of relevant School and affiliated with a department, academic units or research centers, the postdoctoral scholar may be funded either from University sources or from funding awarded from an outside source.

Two different categories are available for postdoctoral positions. First, the postdoctoral position offered exclusively to KU faculties as PDR with less than five years of professional experience after their PhD and is paid via KU endowment or external funds. Second, the postdoctoral position offered to the outstanding scholars outside KU as SPDR with more than five years but not exceeding ten years of professional experience after the completion of their PhD and is paid via funding from external sources. PDR is engaged full time in research whereas the appointment of SPDR includes 60% research and 40% teaching responsibility.

1.1 Eligibility of the Candidate:

An eligible postdoctoral candidate shall have:

- A strong record of success with proven capacity in research paper publications in his/her PhD program, a demonstrated commitment to impactful work, and high potential to contribute to KU mission and vision.
- Completed PhD or equivalent degree from any recognized university by the expected start date and published at least three research articles in authentic peer reviewed journal single or multi-authored.
- The candidate should be registered on full time basis for one year with possibility of extensions for two more years. In case of Senior Post Doctoral Position, registration is granted from six months to one year with possibility of extension for one more year.

*Approved by 626th meeting of the Executive Council, dated 2078/02/07 (21 May 2021)
First amendment by 707th meeting of the Executive Council, dated 2080/09/16 (1 January 2024)*



- d. The candidate has to propose advisor whose expertise should be in the relevant field to that of the candidate for Post Doctorate Programme. Two advisors may be proposed in case of collaborative researches with at least one advisor must be from KU.
- e. Only the permanent faculty or faculty who is on a long term (at least 5 years) tenure track position of KU may be allowed to pursue post doc research.
- f. To be registered as a post doc scholar at KU, the candidate has to apply to Research Committee (RC) of respective School after presentation at Department, academic units or research centres through his/her advisor with a strong research proposal.

1.2 Terms of appointment:

Postdoctoral scholars are appointed on a full-time basis for a minimum of one year, renewable on an annual basis, conditions apply for Senior Post Doctoral Positions. Registering as a postdoctoral scholar at the concerned school is mandatory prior to undertaking the position. Procedure for appointment involves:

- a. Approaching Dean of concerned School with the assurance of funding support or responding to the Announcement of opportunity by the concerned Schools/ Departments/ Research Centres;
- b. Acceptance of duly submitted applications (a cover letter, detailed and up to date CV and three reference letters; inhouse faculty may submit recommendation from the concerned Head of the Department but not mandatory) from the eligible scholars;
- c. Selection of the candidate for the scholarship based on the system of recruitment and evaluation of applicants on the basis of standard criteria.

1.3 Salary and benefits:

- a. Salary benefits. This benefit for postdoctoral KU inhouse faculty shall be no lesser than the salary being paid to the concerned faculty of Assistant Professor level. The faculty shall be entitled to relaxation from the regular administrative and teaching responsibilities; and, if additional payments are made, the guidelines of KU RDC, 2015 will be applicable. Salary benefits for other than KU inhouse faculty will be as per the agreement signed with external postdoctoral position funding agencies.
- b. Medical insurance: Postdoctoral scholars shall be eligible for all health care insurance plans available to KU faculties. The duration of coverage will not extend beyond the end date of the appointment.
- c. Library, labs, computing and communication services: Postdoctoral scholars shall be entitled to the same access and borrowing privileges at KU libraries as faculty members. The scholars are entitled to an e-mail account and access to software for which the University owns licenses.
- d. Absences: The postdoctoral scholars shall be entitled to paid and unpaid absences as specified in KU Faculty and Staff Rules 2050.



2. The Advisor:

The Advisor in house or outside is highly experienced Full Time permanent or retired Visiting or Emeritus Professor with proven ability in supervision. Advisor (s) may take a maximum of two candidates at a time.

2.1 Qualifications of the Advisor:

If there is more than one advisor, both will have equal status as advisor. The advisors of post doc fellow should be professor. He/she must have following qualification:

Supervised or co-supervised or jointly supervised at least five Ph.D. scholars and published ten research articles in peer reviewed journals including at least 5 in the international journals,

or

Supervised or co-supervised or jointly supervised at least two Ph.D. scholars and have at least one-year postdoctoral research experience in abroad and published ten peer reviewed research articles in journals including at least five in the international journals.

or

Supervised or co-supervised or jointly supervised at least one Ph.D. scholar and published fifteen research articles in peer reviewed journals including at least ten in the international journals.

3. Rights and Responsibilities

3.1 Supervisory faculty

A supervising faculty member's responsibility include:

- a. Establishing at the beginning of the appointment the expectations from the scholar;
- b. Mentoring in all pertinent areas of academic activities to encourage independence in research and scholarship;
- c. Providing and maintaining research environment that is conducive to a scholar's research and scholarly training;
- d. Providing bi-annual written evaluation of the scholar's performance;
- e. Assigning relevant responsibilities based on the performance of the scholar.

3.2 Appointee scholar

The responsibilities of postdoctoral scholar appointees include:

- a. Discharging research and scholarship responsibilities, which may include teaching responsibilities (supervision role);
- b. Conforming to the standards of responsible conduct in research, including taking all current required trainings;
- c. Maintenance of a laboratory notebook and/or other comparable records of research activity, which remain the property of the University upon termination;
- d. Adherence to KU rules regarding the use of isotopes, chemicals, infectious agents, animal testing, human subjects and the like;

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- e. Open and timely discussion with the faculty supervisor on the status of the research, and all facets of the research activities;
- f. Prompt disclosure to the supervisor regarding the possession and desire to distribute materials, software, and discoveries derived from the research;
- g. Collegial conduct towards members of the research laboratory and others;
- h. Compliance with good scholarly and research practice, and all applicable University policies and applicable terms of any sponsored agreement;
- i. The expectation to publish following the standards of the discipline.

4. Funding:

Funding must be managed by the candidate from sources within country or outside. Unless funding for post doc research is assured, registration process shall not take place. All approved funding is finally endorsed by the meeting of Executive Council. The necessary expenditures to carry out the research must be clearly mentioned in the financial proposal. The budget should be divided into four major headings as per priority such as equipment purchase, personnel costs, salary or honorarium and travel or subsistence allowances. The mandatory provision of 10% overhead or administrative fee may be negotiated or is not applicable in case of post doc research.

5. Layoff provisions

A layoff of an employee can occur, in the event of but not limited to reduced availability of funds or changes in the nature and scope of work, or an emergency that curtails normal operations, or noncompliance to KU rules and regulations. In the event that layoff should be implemented:

- a. The faculty mentor informs the Dean, providing a written statement concerning the situation and recommending for implementation of the layoff.
- b. The dean provides written notification to the scholar stating the reason for the layoff four weeks prior to the effective date of termination.
- c. The University pays in lieu of notice for the portion of the 30 days, for reasons other than disciplinary dismissal, if the notice is not be provided four weeks before the date of termination.

6. Record Maintenance

The Directorate of Research, Development and Innovation shall be responsible for the collection and maintenance of the records related to Postdoctoral Researcher (PDR) and Senior Post Doctoral Researcher (SPDR).

7. Amendments and Clarification

Amendments to this Policy shall require the approval of the Executive Council (EC) of the University. In case of any further clarifications, decision of EC is considered as final.

