

# HPSTAR

## **Guidelines for Postdoctoral Scholar Affairs**

### **2020**

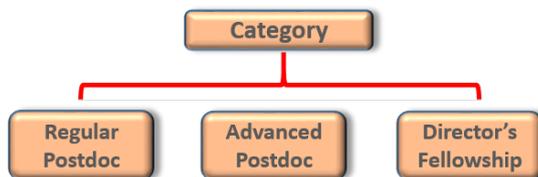
### **Fellowship Committee**

Effective since July 1<sup>st</sup>, 2020

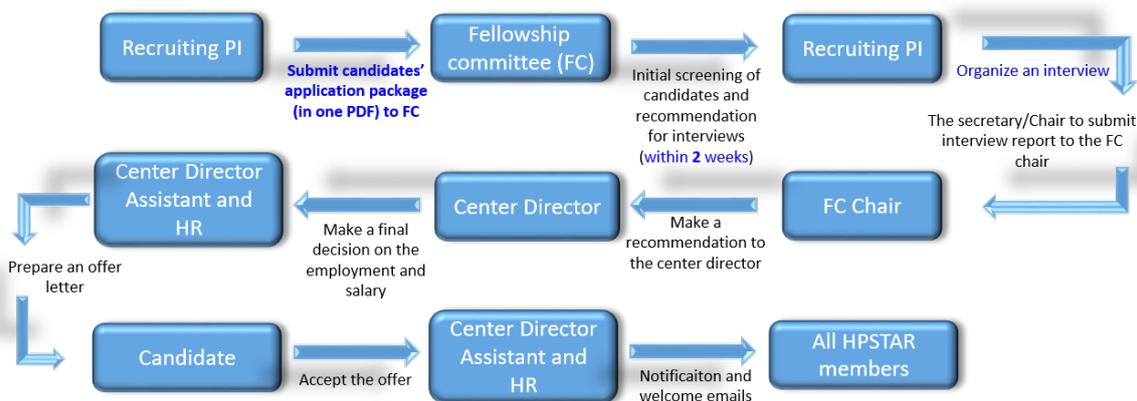
# Contents

<b>1.</b>	<b>Workflow chart for Postdoctoral Affairs.....</b>	<b>1</b>
<b>2.</b>	<b>Regular Postdoctoral Recruiting Guidelines.....</b>	<b>2</b>
<b>3.</b>	<b>Advanced Postdoctoral Recruiting Guidelines.....</b>	<b>3</b>
<b>4.</b>	<b>Director’s Fellowship Recruiting Guidelines.....</b>	<b>4</b>
<b>5.</b>	<b>Daily administration guideline.....</b>	<b>6</b>
<b>6.</b>	<b>Appendix A: <i>Postdoctor Application-Review Form</i>.....</b>	<b>7</b>
<b>7.</b>	<b>Appendix B: <i>Postdoc Interview Form</i>.....</b>	<b>8</b>
<b>8.</b>	<b>Appendix B: <i>Postdoc Interview summary Form</i>.....</b>	<b>9</b>
<b>9.</b>	<b>Appendix C: <i>Postdoctor Renewal Form</i>.....</b>	<b>10</b>

## Workflow Chart for Postdoctoral Affairs



### Recruiting:



### Contract renewal/Annual Evaluation:



### Completion of contract/Final Evaluation:



**Note:**

- (1) All the materials submitted to the FC for review should be at least **1 month** before the expiration/deadline date to ensure enough time for the process.
- (2) The **last month salary** of a contract will be suspended until the **midterm/final evaluation** is completed and reviewed by the FC.
- (3) If a postdoc does not give a talk yearly in the **postdoc seminar**, the annual evaluation will be regarded as **Fail**.



## HPSTAR Regular Postdoc Recruiting Guidelines

### 1. The HPSTAR Postdoctoral Fellowship

For the postdoc recruiting, the recruiting PI proposes the advertisements, selects the best candidates, and organizes interviews. The Fellowship Committee (hereto referred as FC) will review the applications and make recommendations to the HPSTAR Center Director.

The term of employment is yearly renewable up to **2** years. The renewal has to be recommended to the FC by the advisor PI. An updated CV, a research summary, and a renewal form need to be submitted to the FC for review, approval, and midterm evaluation at least one month before the expiration date of the contract. The FC should respond with a recommendation within **1** week. Separate application (justification from the supervisor) is needed if a special extension (must be less than one year) is needed for the completion of ongoing projects after two years contract. Special extension can be applied only once.

### 2. Postdoctoral Fellowship Application

If a candidate has got or will soon get a PhD before the proposed starting date of the postdoc contract, he/she is eligible to apply for a postdoc position at HPSTAR. The application package must be prepared as a **single PDF file** including a **CV**, a **research proposal**, and **names of three references** to be sent to recruiting PI or the FC secretary (*Please include the applicant's name in the email title*). In addition, the applicant is responsible for having **three** letters of recommendations sent directly by the references to HPSTAR (Recruiting PI or FC). The applicants are encouraged to contact PIs in advance to find a formal advisor and discuss the research plans in details. For the case with several co-advisor PIs, it is important to clarify a primary advisor, the financial ability, the research goals from each advisor and mentoring responsibility.

### 3. Initial Screening

The recruiting PI/FC secretary sends the completed application package together with an **application-review form** to the FC for initial screening. Applicants are encouraged to identify a PI as the advisor, and the PI may also contact the FC to advocate the case. The FC makes an initial screening to decide the short list to be interviewed. The FC should make a decision **within two weeks**. An interview would be arranged with the support of **four** or more Committee Members (the recruiting PI is not counted). In special cases that no enough FC members could respond in time, the FC chair can make a decision on behalf of the FC. If an interview is approved by the FC, the recruiting PI should coordinate with the FC and PIs to schedule the interview with the assistant of the local FC secretary (notifying all members of HPSTAR by emails with a designated committee chair in advance). The initial screening process should be confidential to the recruiting PI even the recruiting PI is a member of the FC.

### 4. Interview

An interview needs a forum of **five** or more PIs (including at least **one** FC member) to attend in person or remotely. The interview committee chair should be an expert in the field related to the candidate's work and nominated by the recruiting PI.

The language of interview presentation shall be English.

The interview includes two parts: a presentation of at least **30 mins** given by the applicant, a questions-and-answer part of **~15-20 mins**.

The comments and evaluations given by the interview committee must be kept confidential to the applicant and recruiting PI. The interview chair/ FC secretary collects the evaluation forms from the interviewing PIs and sends the E-copy of the forms and a **review summary report** (Appendix B) to the FC chair.

It is encouraged to do a video recording of the entire interview process and submit the video to the HR of HPSTAR for future reference.

### 5. Hiring Decision

The FC make the hiring recommendation to the HPSTAR director based on the evaluation of the interview committee. The chair also sends the evaluation records and application documents of applicants to the Director Assistant and HR. The Director makes the final decision on the employment and the annual salary based on the interview evaluation. The Director Assistant notifies the applicant, supportive PIs, and the FC for the decision. When the applicant joins HPSTAR, HR notifies all members of HPSTAR by emails with CV and biography of the postdoc to promote and facilitate collaborations.

#### Fellowship Committee

Huiyang Gou; Hongwei Sheng; Jiuhua Chen; Cheng Ji; Qingyang Hu; Xujie Lv; Qiaoshi Zeng (Chair)

**Postdoc affairs coordinator:** Jueya Wang

**FC Secretary:** Ying Peng (Shanghai), Cong Wang (Beijing), Xiaonan Shi (Changchun)

**Director Assistant:** Jerry Liu

Jan. 12, 2020



## HPSTAR ADVANCED Postdoc Recruiting Guidelines

### 1. The HPSTAR Advanced Postdoctoral Fellowship

HPSTAR postdocs can apply for the advanced postdoc fellowships if at least two of the following requirements are met:

- 1) The candidate has good academic accomplishments, proofs can be journal publications, book chapters, patents, PI of grants, or major participants of national or international awards made at HPSTAR.
- 2) The candidate has made significant scientific progress and/or has demonstrated a potential to make high-impact work but needs more time to complete his/her research projects. Examples of evidence are: high-impact work under review, accepted or pending publication, major breakthrough that has been reported in conference, established research collaborations with other institution and so on. Those progress has to be made and credited to HPSTAR.
- 3) The projects of HPSTAR need the extended involvement of the postdoc. For example, development of essential scientific techniques, support of professional laboratory with special expertise and major involvement of collaborative construction in large facilities. All those projects should be available to all HPSTAR users.

The outside applicants with good academic/technical accomplishments can apply for the regular and advanced postdoctoral fellowship depending on his/her achievements and qualification. The procedures are the same (i.e. reated as a new applications). Besides the requirements 1 and 2, the applicants should have previous Postdoc experience in other institutes for at least one year.

The term of employment is yearly renewable up to **2** years. The renewal has to be recommended to the Fellowship Committee (FC) by the advisor. An updated CV, a research summary and a renewal form need to be submitted to the FC for review, approval, and midterm evaluation at least one month before the expiration date of the contract. With the recommendation from FC, the Center Director makes the final decision. The FC should respond with a recommendation within **1** week. Separate application (justification from the supervisor) is needed if special extension (must be less than one year) is needed for the completion of ongoing projects after two years contract. Special extension can be applied only once.

### 2. Advanced Postdoctoral Fellowship Application

The application package must be one PDF file for convenience including **an application letter, updated CV, research summary with representative publications and statement, 3 letters of recommendation** together with an **application-review form** to be sent to the recruiting PI/FC secretary (*Please include the applicant's name in the email title*). If the application is based on the special needs of HPSTAR's projects, **a letter of justification** is needed from the PI of the projects. The application package should be submitted **60 days** before the expiration date of the applicant's current contract.

### 3. Initial Evaluation

The recruiting PI/FC secretary sends completed application package to the FC for initial evaluation. The FC evaluate for interview offer. An interview would be arranged with the support of **four** or more Committee Members (the recruiting PI is not counted). The HR secretary or recruiting PI coordinates with the Committee and applicant for scheduling the interview (notifying all members of HPSTAR by emails with a designated committee chair in advance).

The FC chair summarizes the initial evaluation results and approves of an interview or not.

### 4. Evaluation Presentation

An interview needs a forum of **five** or more PIs (including at least **one** FC member) to attend locally or remotely. The interview committee chair (not necessary to be an FC member) should be an expert in the field related to the candidate's work. The language of interview presentation shall be English. The interview includes two parts: a presentation of at least **30 mins** given by the applicant, a questions-and-answer part of **~ 15-20 mins**.

The comments and evaluations given by the interview committee members must be kept confidential to the applicant and the recruiting PI. The interview committee chair/FC secretary collects the evaluation forms from the interviewing PIs and sends the E-copy and **a review summary report** (Appendix B) to the FC chair directly.

It is recommended to do a video recording of the entire interview process and submit the video to HR of HPSTAR for future reference.

### 5. Hiring Decision

The FC chair makes the hiring recommendation to the HPSTAR director based on the evaluation of the interviewing PIs. The chair also sends the evaluation records and application documents of applicants to the Director Assistant. The Director makes the final decision on the employment and the annual salary based on the interview evaluation. The Director Assistant notifies the applicant, advisor, and the FC of the decision. When the applicant joins HPSTAR, HR notifies all members of HPSTAR by emails with CV and biography of the postdoc to promote and facilitate collaborations.

#### Fellowship Committee

Huiyang Gou; Hongwei Sheng; Jiu Hua Chen; Cheng Ji; Qingyang Hu; Xujie Lv; Qiaoshi Zeng (Chair)

**Postdoc affairs coordinator:** Jueya Wang

**FC Secretary:** Ying Peng (Shanghai), Cong Wang (Beijing), Xiaonan Shi (Changchun)

**Director Assistant:** Jerry Liu

Jan. 12, 2020



## HPSTAR Director's Fellowship

The Director's Postdoctoral Fellowship is established to recruit highly talented young scientists to conduct world-leading research at HPSTAR. The awarded Fellows must display extraordinary ability in scientific research and show clear promise of becoming outstanding in their generation. Candidates who finish the HPSTAR Director's Fellowship may apply for the staff scientist position in HPSTAR with priority consideration from HPSTAR.

The candidates must be nominated and sponsored by HPSTAR staff scientist(s). Appointments are for three years and the Fellows are supported directly from HPSTAR director's discretionary fund. Candidates' packages will be reviewed and recommended by the Fellowship Committee and the Director holds the right to make the final decision.

### Eligibility

Candidates are eligible to apply for a HPSTAR Director's Postdoctoral Fellowship position within three years of receiving their Ph.D. and within the submission deadlines. Each candidate has two chances to apply for the Postdoctoral Fellowship. If unsuccessful the first time reviewed and hired as a general postdoc at HPSTAR, resubmission for a Fellow appointment must be within one year of the initial hire date.

### Application review schedule and deadlines (or we can be flexible in the first a few years)

May Review	Sponsored* candidate packages are submitted by mid-April, with the outcome of review by late May
December Review	Sponsored* candidate packages are submitted in mid-November, with the outcome of review by late December

\* Sponsored means a HPSTAR staff scientist/mentor has been initially identified for the candidate. However, the Director's Fellow has the freedom to change mentor and work with many staff once the Fellowship is awarded.

### Salary

300-350K RMB/yr. Amount will be adjusted each year.

### Research fund support

An annual discretionary research fund of 150-200 K RMB is assigned to the Fellow.

### Number of Fellows

Up to 3 annually.

## Fellowship Application Package Documentation

### 1. Research Proposal

- Maximum of 2 pages, 12 pt. Times New Roman, 1-inch margins.
- Written and signed by the postdoctoral candidate.

The candidate must write the Research Proposal and describe the research plan. The sponsor may provide input and feedback to the candidate during the development of the proposal. It is important that the proposal is written for a broad scientific audience, with field-specific terms explained. This will allow all members of the committee, whose backgrounds cover a wide range of fields, to fully understand and evaluate the proposal. The proposal generally consist of the following three sections:

#### Background of Research to be performed

- ✓  Define the research you will be doing.
- ✓  Why is the research important within your field and in a larger context?
- ✓  Define the challenge and unique elements of your research.

#### Proposed Research

- ✓  What do you plan to do during your appointment with HPSTAR?
- ✓  How do you plan to do it and what resources will you use?

#### Impact of Research

- ✓  What are the anticipated results from successful accomplishment of your proposed work within the three-year postdoctoral timeframe?
- ✓  What potential impact will your work have in your chosen scientific field and in broader terms to science & technology in general?



## 2. Recommendation Letters

- ✓  Three letters are required for all applicants
- ✓  May be solicited from either external or internal sources
- ✓  To maintain objectivity, and to eliminate the potential for conflict of interest, letters of recommendation may not be provided by the HPSTAR sponsors.

The Recommendations letters should come from individuals who are very familiar with the candidate and/or the candidate's work. Recommendations from referees with solid scientific reputations (e.g., renowned in their field) are more effective. The Committee "normally" expects there to be a letter from the candidate's major professor (thesis advisor) and current supervisors. If there are no letters from these sources, it will be helpful to provide an explanation for this omission in the nomination memo.

An effective letter of recommendation should include:

- ✓  Enthusiasm about the candidate;
- ✓  Ranking in relation to peers in the group, department, or field;
- ✓  Examples of candidate's industriousness, creativity, maturity, and independence;
- ✓  Major accomplishments;
- ✓  Impact of publications in the field.

## 3. Curriculum Vitae (CV), including publication list, should include the following sections:

- ✓  Educational background including degree dates, GPA with scale (Ex: 3.9/4)
- ✓  Experience
- ✓  Competitive Honors/Awards
- ✓  Publications (should include the complete title and author list as published in a standard format, year of publication, Journal, Volume #, Page #.
- ✓  Invited Talks/Presentations
- ✓  Contributed Talks/Presentations
- ✓  Patents
- ✓  Grants
- ✓  Relevant extracurricular activities

The Committee generally looks for information such as: a publication record that is commensurate with peers and with articles in high-level journals; an indication of recognition within the field (e.g. as evidenced by honors/awards or invited presentations); and any noteworthy accomplishments (e.g. patents, research grants as a PI).

## 4. Citation Information

- ✓  Identify the search engine that was used
- ✓  Number of citations registered for **EACH** paper, do not provide one summary number for all publications.

Director: Ho-kwang Mao



## Postdoc Management Guidelines

### 1. Registration

Postdocs of HPSTAR may make their own decision on whether to officially register in the China national postdoc system or not (more details can be found on [www.chinapostdoctor.org.cn](http://www.chinapostdoctor.org.cn)). For the officially registered postdocs, they may apply for their own research funding from the China postdoctoral science foundation and benefits provided by the local government, meanwhile, they also are legally obliged to comply fully with the management rules of the China national postdoc office.

### 2. Supervision and collaboration

All the postdocs of HPSTAR should have one PI as their main supervisor who is in charge of the daily management of each postdoc. All postdocs are also encouraged to collaborate with researchers inside HPSTAR and outside.

### 3. Postdoc seminar

Postdoc seminars will be held every month at HPSTAR organized by FC. Every postdoc is required to give at least one talk (20 mins) at the postdoc seminar each year.

### 4. Midterm Evaluation

All the postdocs should submit your work summary to fellowship committee (FC) for evaluation at least one month before the expiration date of their contract. **Otherwise, the last month salary will be suspended until the evaluation is completed and reviewed by FC.** The evaluation results will be given in four grades and kept as a record at HPSTAR: *Excellent (top 5%), Good, Pass, Fail*. If the grade is *Fail* assessed by the FC, no contract renewal will be recommended to the Center Director. The standard for each grade is as follows:

**Excellent:** Very productive, big breakthrough/progress has been made. Made full use of the resources and the advantage of HPSTAR and is far above the average of same level HPSTAR postdocs (top 5%).

**Good:** Promising to have breakthrough by continuing their research at HPSTAR.

**Pass:** Established solid ground for future research at HPSTAR and made reasonable progress in projects.

**Fail:** Performance is far below the average level of HPSTAR postdocs, not promising to have valuable results in their research in one more year at HPSTAR. **Or, never gave a talk in the postdoc seminar.**

### 5. Postdoc training and support

HPSTAR will provide strong financial support and professional guidance/training with skills, knowledge and experience needed to excel in his/her career path.

### 6. Final evaluation

Each Postdoc are required to give an “outbound” defense talk in the last month of their contract and submit a summary report in a written form and an updated CV to FC. **The last month salary will be suspended until the final evaluation is completed and reviewed by FC.** A committee including five PIs (at least one member from the FC) are required to attend the talk. The talk should be open to all the HPSTAR members. The committee will give an evaluation of the postdoc’s research achievement at HPSTAR based on the work presented in the talk and the report. If the postdoc will continue to work at HPSTAR with a possible promotion to an Adv. Postdoc or a staff after the current contract, the summary talk can be combined with the interview talk for the new position at HPSTAR. The evaluation results will be given in four grades and kept as a record at HPSTAR: *Excellent (top 5%), Good, Pass, Fail*. Postdocs who leave HPSTAR without “outbound” summary/defense talk and evaluation will be directly graded as *Fail* in the record. The standard for each grade is as follows:

**Excellent:** Very productive, big breakthrough has been made in high-pressure related research fields. Made full use of the resources and the advantage of HPSTAR. High potential for faculty positions.

**Good:** The achievement has high-impact and above the average level of HPSTAR Postdocs.

**Pass:** Had some average publications as a leading author. Extended the area of high pressure research.

**Fail:** Performance is far below the average level of HPSTAR postdoc, no single publication as leading author within the contract period. **Or, never gave a talk in the postdoc seminar.**

*The midterm/final evaluation results will be saved as the mentoring record of the hosting PI and a reference which the FC and the HPSTAR director will refer to in the approval of future recruitment.*

#### Fellowship Committee

Huiyang Gou; Hongwei Sheng; Jihua Chen; Cheng Ji; Qingyang Hu; Xujie Lv; Qiaoshi Zeng (Chair)

**Postdoc affairs coordinator:** Jueya Wang

**FC Secretary:** Ying Peng (Shanghai), Cong Wang (Beijing), Xiaonan Shi (Changchun)

**Director Assistant:** Jerry Liu

Jan. 12, 2020

**HPSTAR Postdoctor Application Form  
(Version 2020)**

Name of the Applicant			
Education experience	E.g. date, Year, Phd in which major, University		
Position applied for	E.g. Regular postdoc, Adv.postdoc Or Director's fellowship	Proposed start date	
Application materials	1. CV ( ) Yes, ( ) No 2. Research statement and research proposal ( ) Yes, ( ) No 3. Three recommendation letters ( ) Yes, ( ) No		
Total number of Postdoc in the hosting PI's group	Funding sources	HPSTAR public ( ), PI personal ( )	
Suggested Chair of the interview committee	Xxx or xxxx, who must be an expert in the field of the applicant.		
Recommendation of the collaborating PI/PIs	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Name (Print)</span> <span>Signature</span> <span>Date</span> </div>		
Initial Screening/Review of Fellowship Committee (whether an interview is recommended).  The comments should be confidential to the recruiting PI.	Member	Opinion	Key Comments
	Huiyang Gou	supportive	
	Jiuhua Chen		
	Cheng Ji		
	Qingyang Hu		
	Xujie Lü		
	Hongwei Sheng		
Qiaoshi Zeng			
Interview results  (Five or more PIs except the recruiting PI are required in the interview committee, and at least one from the fellowship committee)	Member	Evaluation grade ( <i>Excellent, Good, Pass, Fail</i> )	
Comments of the Fellowship Committee	Recruitment recommended? ( ) Yes, ( ) No  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Name (Print)</span> <span>Signature</span> <span>Date</span> </div>		
Records (use for HR)	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Name (Print)</span> <span>Signature</span> <span>Date</span> </div>		

## HPSTAR Postdoc Interview Form

(Version 2020)

Name of interviewee		Date	
Applied Position		Supervisor	
Notes			
<b>Comments</b> <small>(Recruitment: 1-6; Midterm/final evaluation: 1-3)</small>	1. Impact of the scientific achievement	High ( ), Satisfactory ( ), Low ( )	
	2. Presentation (including question & answer and oral English)	Excellent ( ), Satisfactory ( ), Bad ( )	
	3. Background/expertise in high pressure Science & Technology	Strong ( ), Satisfactory ( ), Weak ( )	
	4. Impact of the proposed research	High ( ), Satisfactory ( ), Low ( )	
	5. Motivation of the proposed research	Convincing ( ), Satisfactory ( ), Weak ( )	
	6. Feasibility of the proposed research (within two years)	High ( ), Satisfactory ( ), Low ( )	
	Other comments:		
Evaluation	<b>Overall Score:</b> ( ) ( 5 ) Excellent: strongly recommended; The “comments” should all be <i>Excellent</i> . ( 4 ) Good: recommended; The “comments” should all be <i>Satisfactory</i> or better. ( 3 ) Pass: recommended but with reservation; At least one “ <i>low/weak</i> ” in comments. ( 2 ) Fail: not recommended. More than three “ <i>bad/low/weak</i> ” in comments.		
Interviewer	Name (Print)	Signature	
Notes: 1). The interview committee chair/FC secretary collects the interview forms and send its E-copy to the FC Chair with the summary form. <i>The comments and evaluations must be kept <b>confidential</b> to the applicant and supervisor PI.</i> 2). In a case of recruitment, the FC Chair makes a recommendation to the Center Director. All the documents, including the applicant’s CV, the letters of recommendation, and the interview evaluation forms, go to the center director. The director makes the final decision in due course.			

## HPSTAR Interview Summary Form

(Version 2020)

*(Should be filled by the interview committee chair)*

Name of interviewee		Date	
Applied Position		Supervisor/ host	
Talk title			
Interview location			
Interview attendee			
Comments Summary			
Evaluation Of committee members	The score of each committee member:  <b>Average Score:</b> (      )		
Committee Chair	Name (Print)	Signature	

## HPSTAR Postdoctor Renewal Form

(Version 2020)

Name of the Postdoctor			
The starting date of the current contract		Current position	Regular postdoc ( ), Adv. postdoc ( ), Director's Fellowship ( ).
Current position			
Self-summary of last year's work	1. Updated CV. ( ) Yes, ( ) No. 2. One-page summary of work. ( ) Yes, ( ) No. 3. Delivered a talk in the past contract year. ( ) Yes, ( ) No. 4. ( ) 2 <sup>nd</sup> year renewal, ( ) special extension (must be less than one year, can be applied only once at HPSTAR).  <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>		
Comments of the Advisor	Renewal/extension recommended? ( ) Yes, ( ) No  <div style="display: flex; justify-content: space-between;"> <span>Name (Print)</span> <span>Signature</span> </div>		
Initial Screening/Review of Fellowship Committee  (whether an interview is recommended)	Member Name	Opinion	Evaluation grade (Excellent, Good, Pass, Fail)
	Huiyang Gou	e.g. supportive	
	Jiuhua Chen		
	Cheng Ji		
	Qingyang Hu		
	Xujie Lü		
	Hongwei Sheng		
	Qiaoshi Zeng		
Comments of the Fellowship Committee	Renewal/extension recommended? ( ) Yes, ( ) No  <div style="display: flex; justify-content: space-between;"> <span>Name (Print)</span> <span>Signature</span> <span>Date</span> </div>		
Records (use for HR)	<div style="display: flex; justify-content: space-between;"> <span>Name (Print)</span> <span>Signature</span> </div>		
<b>Notes:</b> 1) Postdoctors should file a renewal request at least <b>one month</b> before the expiration date; 2) The last month salary will be suspended until the annual evaluation is completed and reviewed by FC (HR personnel check on this); 3) The FC should make a recommendation to the Center Director <b>within one week</b> after receiving the renewal request.			