

## **Protocol 1043 Exit for Predoctoral Researchers**

**Protocol Number: 1043**

**Effective Date: 6/30/18**

**Revised Dates: 03/25/20**

### **Protocol**

After a predoctoral researcher fulfills all requirements to earn a Ph.D. or master's degree from GSSIMR, they complete the program and are no longer an active GSSIMR member. If a predoctoral researcher leaves the program before completing a degree, they are no longer an active GSSIMR member. All GSSIMR records related to that predoctoral researcher are updated or closed accordingly.

After completing or leaving the GSSIMR program, there may be a variety of reasons for a predoctoral researcher to remain at SIMR as a SIMR member and continue working in the thesis lab or elsewhere.

Prior to a predoctoral researcher defending their Ph.D. or master's thesis, the GSSIMR Associate Dean for Administration notifies the SRM Administration Department of the date for the defense. This notification enables the Administration Department to prepare for the predoctoral researcher's possible transition to another position at SIMR. The Associate Dean for Administration remains in contact with the Administration Department as the thesis date approaches and provides any updated information. If a predoctoral researcher plans to remain at SIMR, the Associate Dean for Administration notifies the Administration Department when all GSSIMR requirements are fulfilled.

If a predoctoral researcher completes their Ph.D. and remains at SIMR for a short-term appointment of 12 months or less, their title changes to postgraduate researcher, their salary increases, and their benefits remain the same as for a predoctoral researcher. The SRM Administration Department provides the thesis advisor and/or predoctoral researcher with current salary information. To facilitate this change, the thesis advisor completes a form from the SRM Administration Department.

If a predoctoral researcher completes their Ph.D. and plans to remain at SIMR for a postdoctoral position of approximately five years, their title changes, their salary increases, and their benefits may change. The SRM Administration Department provides the thesis advisor and/or predoctoral researcher with position-specific information, including salary, and facilitates the change.

If a predoctoral researcher completes their master's degree and remains at SIMR in another position, the SRM Administration Department provides the predoctoral researcher and hiring manager with position-specific information and facilitates the change.

If a predoctoral researcher leaves the GSSIMR program before completing a degree and remains at SIMR in another position, the SRM Administration Department provides the predoctoral researcher and hiring manager with position-specific information and facilitates the change.

If a predoctoral researcher leaves GSSIMR and SIMR for a position elsewhere, all records related to that predoctoral researcher are updated or closed accordingly as of the effective date of departure.