



College of Arts & Letters

— 5+1 *PostDoc Training* —

Agenda

- What is a 5+1
- Eligibility
- Teaching & Research Track vs. Internship Track
- Indication of Interest Form
- Compensation
- Appointment Process/Department Responsibilities
- Benefits

01

**What is a 5+1
&
Who is Eligible**



What is a 5+1

Any current Humanities graduate student in the College who completes the requirements of his or her Ph.D. program within five years.

Two Types of 5+1s:

- Teaching & Research: teach a 1:1 course schedule
- Internship: a one-year postdoctoral fellowship - this has an application process

Participating in the 5+1 Program helps grad students by:

- Additional teaching experience
- Time for research
- Real world job experience
- Establishing mentor relationships
- New letters of recommendation
- General professional acculturation

Eligibility

- Completion of degree in 10 active semesters
- Graduate in May or satisfy requirements for August Graduation
 - **For international students, a May graduation date must be met.**
 - *Students please apply for your Visa no later than March 1, 2025*
- Medical leaves of absence (without stipend) and childbirth accommodations (up to 2) may extend a student's eligibility for this program. Because each person's circumstances will be different, students should contact the A&L Dean's Office as early as possible to determine their eligibility, deadlines, and potential start date.

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5+1 Teaching & Research

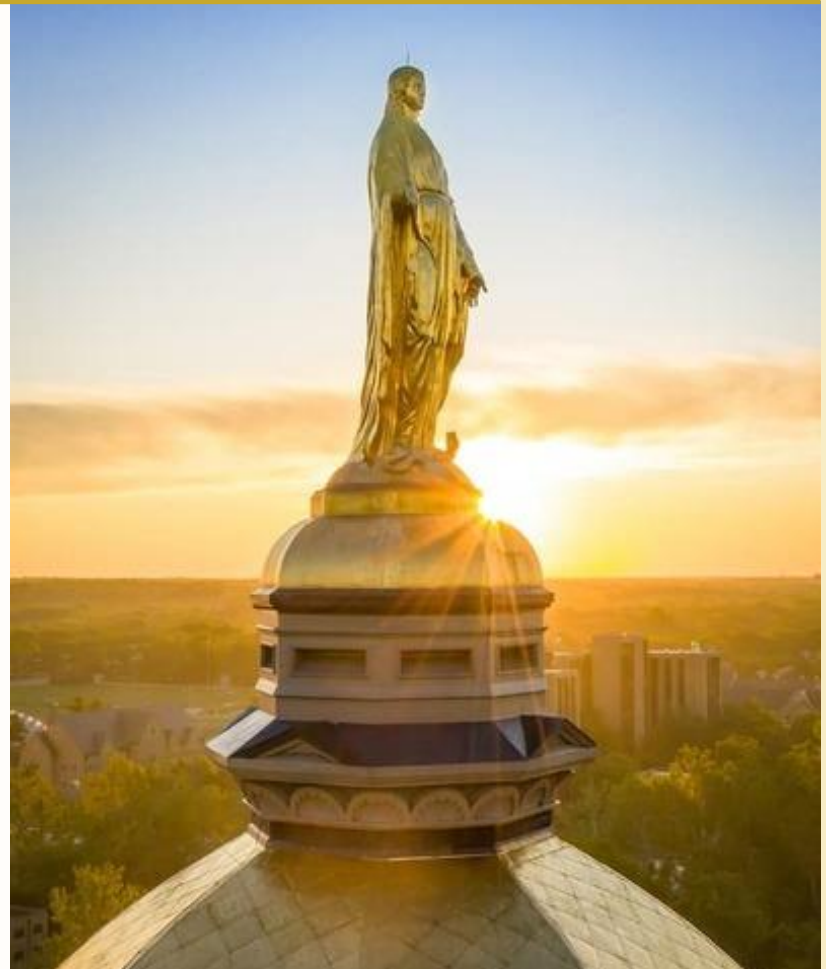


Teaching & Research Track

- For students seeking careers in academia
- For students admitted in and after Fall 2020, T&R Track limited to graduates of Humanities programs
- 1:1 teaching schedule, stipend and \$1500 of R&PD funds
- Teaching should be arranged with your department well before the start of your appointment

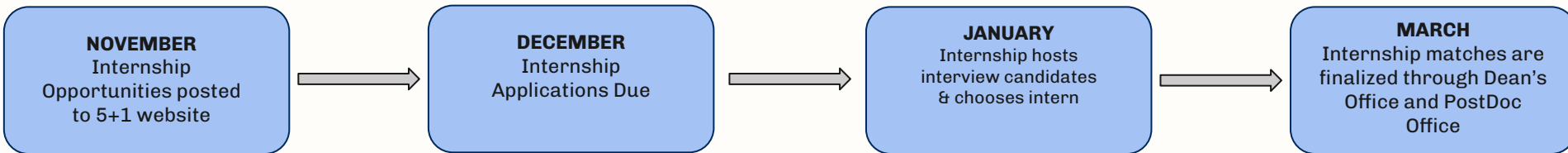
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5+1 Internship



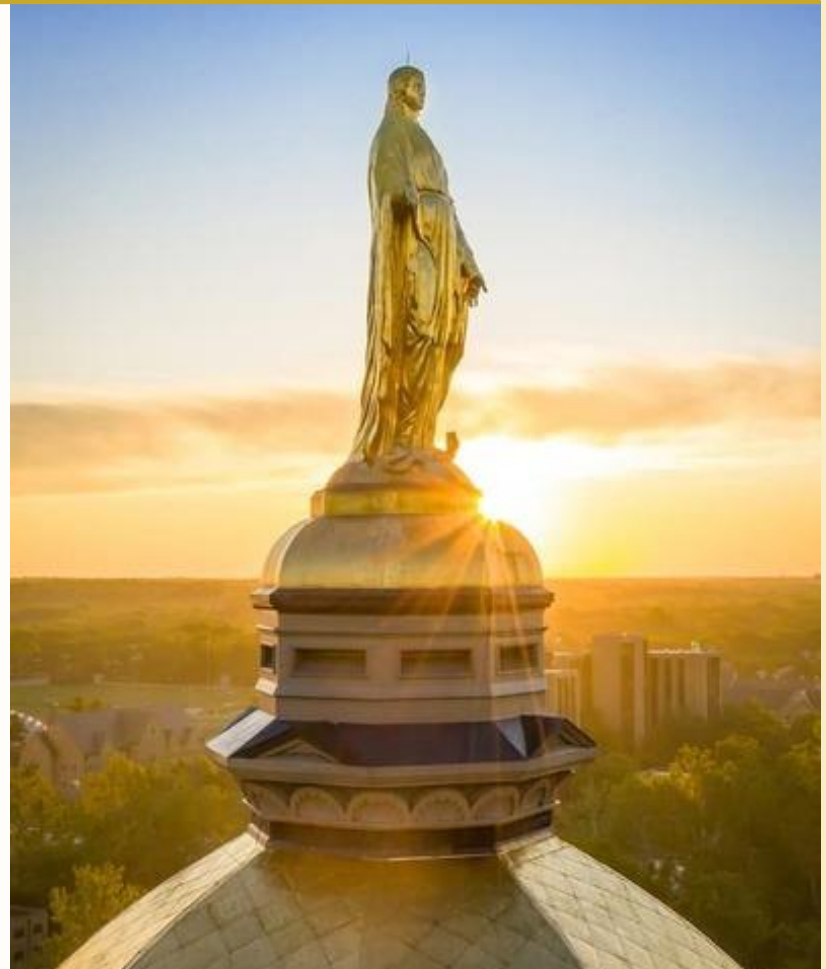
Internship Track

- For students seeking careers outside academia
- Competitive application process
- Internships available in units on campus
- Full time, 40 hours/week, stipend and \$1500 of R&PD funds
- Internship opportunities can be found on the [5+1 Internship Opportunities](#) page in November* - applications must be submitted by December 31
- Internships should be held within the US and on campus



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Indication of Interest Form

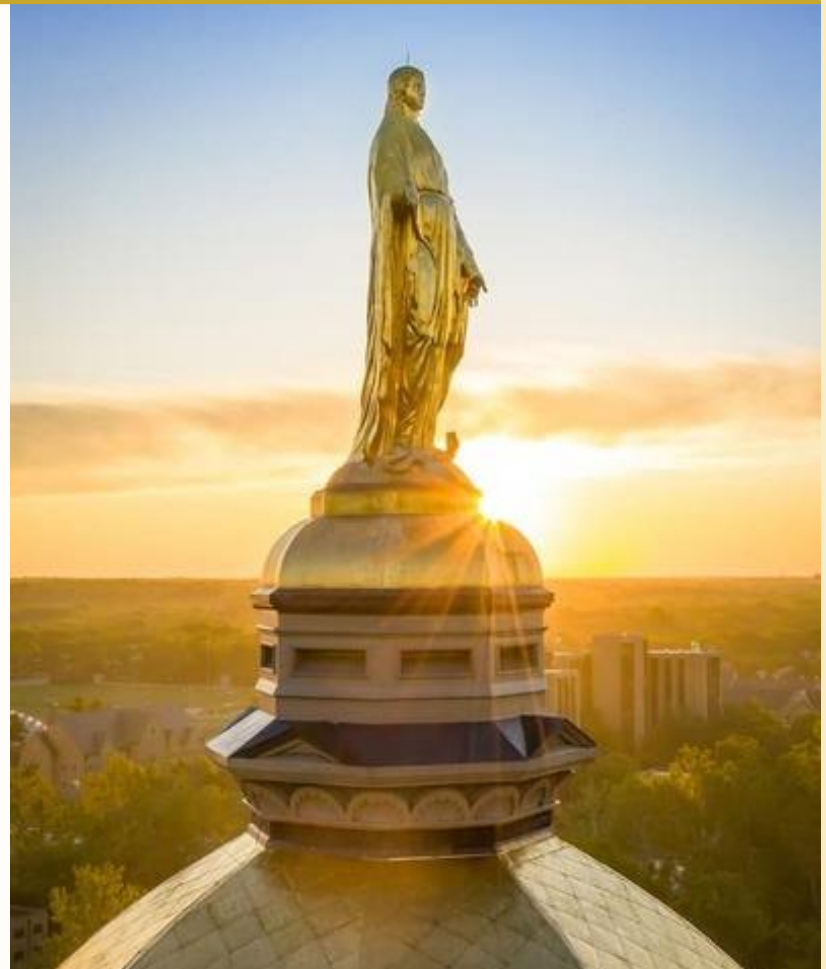


Indication of Interest Form

- Those grad students who are interested in and are eligible to participate in the 5+1 program need to fill out the [Indication of Interest Form](#).
 - This is important to help us understand how many students we need to plan to accommodate within each 5+1 track.
 - Grad Students may change their mind on which track they choose even after they fill out the form.

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Compensation



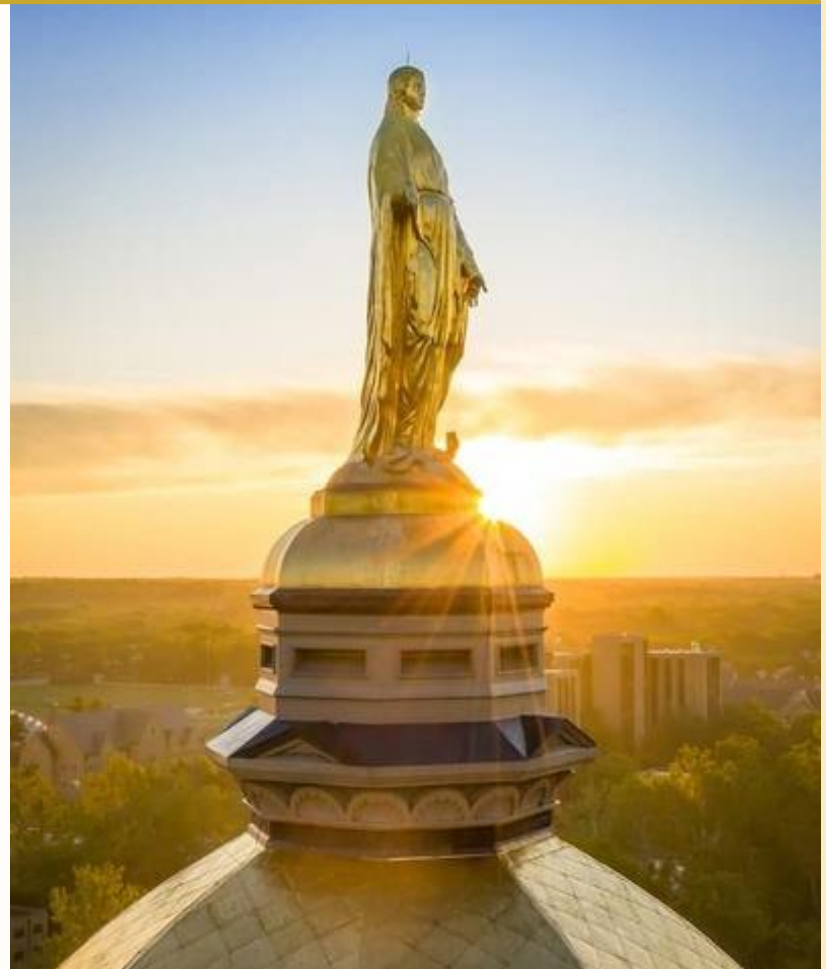
Compensation

5+1 T&R Track	\$39,000*
5+1 Internship Track	\$50,840*

- \$1,500 in professional development funds
- Contingent upon the completion of a 1:1 meeting with a Graduate Career Consultant. Use the Handshake button on the GCS website.
- Access reimbursements through TravelND/Concur.
- *Rates listed above are for the 2024-2025 academic year and subject to change for the 2025-2026 academic year

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Appointment Process & Department Responsibilities



Appointment Process

- Appointment normally runs from August 1 – May 31
 - For those that start in January due to a 1 semester medical leave/childbirth accommodation: 2 semesters, no summer support.
- **Before building the 5+1 job - PLEASE ensure that you have ended the graduate student job NO LATER THAN 7/31/2025.**
- Prospective 5+1 should complete Indication of Interest Form
- Communicate early and often with your graduate program coordinator.
 - Progress toward degree, teaching plan.
- Visa questions? Contact ISSA as soon as possible
 - issa@nd.edu
 - **Students need to work with ISSA to submit their Visa application no later than March 1, 2025**

Department Responsibilities

- [Directions for Hiring a 5+1](#)
 - These directions are for hiring teaching & research track *and* interns
- Key Takeaways
 - Use Correct Position Number
 - Intent to Hire Letter needs advance approval from the Dean's Office
 - The Job Description should be accurate and detailed
 - Salary is set by the Dean's Office

Department Responsibilities

- For **Teaching & Research** (P99803 - Postdoctoral Teaching Scholar):
 - The Home Department will create a [postdoc appointment request form](#) in Slate.
 - The Home Department handles R&PD reimbursements.
 - The 5+1 interns have \$1,500 R&PD funds available to them after they meet with Tom Meyers, Graduate Career Consultant. After meeting with Tom, they can access these R&PD funds similar to how they were reimbursed as a grad student. They will create and submit an expense report which should be submitted to their home department, who will then review it, add their remaining balance comment, update the FOAP and send it on to Megan Fitz for review/approval.

Department Responsibilities

- For **Internships** (P99805 - Postdoctoral Research Associate):
 - The Home Department will create a [postdoc appointment request form](#) in Slate.
 - The Home Department handles R&PD reimbursements.
 - The 5+1 interns have \$1,500 R&PD funds available to them after they meet with Tom Meyers, Graduate Career Consultant. After meeting with Tom, they can access these R&PD funds similar to how they were reimbursed as a grad student. They will create and submit an expense report which should be submitted to their home department, who will then review it, add their remaining balance comment, update the FOAP and send it on to Megan Fitz for review/approval.

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Benefits



Benefits

- 5+1s have access to benefits offered to University postdocs*
 - Information on available benefits can be found on the HR website under [Full-Time Paid Appointments](#) which includes Senior Research Associate, Postdoctoral Research Associate, Research Fellow, and Teaching Scholar.
- For questions regarding specific medical conditions, reach out to HR directly
 - (574) 631-5900 / askhr@nd.edu

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Big Picture Review



Big Picture Details

- Humanities students who complete a PhD in five years are eligible
 - This is an incentive for students who complete in five years; the program was designed to reduce time to degree
- The Office of Postdoctoral Scholars (OPS) won't know what a 5+1 is
 - Why? It is a program created by the College of Arts & Letters at Notre Dame
- Two tracks (using OPS terms)
 - Postdoctoral Teaching Scholar (P99803, 1:1 teaching load and working on research)
 - Postdoctoral Research Associate (P99805, full-time internship for alt-ac placements)
- Department will create postdoc appointment request form, job and FMP record.
 - Why? The department has the relationship with the student
- Visa questions? Contact ISSA as soon as possible
 - issa@nd.edu

Administrative Details

- Appointments normally from August 1 – May 31
 - For those that start in January due to a 1 semester medical leave/childbirth accommodation: 2 semesters, no summer support.
- Ask interested students to complete a [Indication of Interest Form](#)
- Communicate early and often with the Dean's Office
 - Which students you think are interested in the program; just let us know if they change their minds
 - Slate Request Forms are due to our office by June 1st
 - 5+1s are different than typical Postdoctoral Research Scholars who can start at anytime of the year

Visa Details

- Students (on a visa) need to apply for OPT to participate in the 5+1 program
- Timing
 - Three months before the end date listed on their I-20
 - Please encourage all students to apply in February so they have the best chance to have the OPT approved for the August 1 start date
 - Students start the application process by initiating with ISSA through their ISSAlink account
 - The student needs to apply for OPT through the ISSA office
 - The student will receive automatic emails from ISSA when they can apply (unless they are graduating early)
- Visa questions? Contact ISSA as soon as possible
 - issa@nd.edu

For More Information

A&L Dean's Office

- Ernest Morrell
 - Associate Dean for the Humanities
 - emorrell1@nd.edu
- Michael Pries
 - Associate Dean for the Social Sciences
 - mpries@nd.edu
- Megan Fitz
 - Sr. Administrative Coordinator
 - mspillma@nd.edu

International Student and Scholar Affairs

- issa@nd.edu
- issa.nd.edu

Office of Human Resources

- askhr@nd.edu
- <http://hr.nd.edu>

Graduate Career Services

- <https://gradcareers.nd.edu>

International Student and Scholar Affairs

- <https://postdocs.d.edu>

Questions?

