

The Pappalardo Fellowships in Physics

2006–07 Pappalardo Fellowships Program Policies & Procedures

PROGRAM OVERVIEW

The mission of the MIT Pappalardo Fellowships in Physics is to create a distinguished postdoctoral program that identifies, recruits and supports the most talented and promising young physicists at an early stage in their careers. This initiative is made possible by the support and generosity of Mr. A. Neil Pappalardo, an MIT alumnus with a long history of generosity to both the Institute and the Department of Physics.

As currently designed, the Program typically appoints three new Fellows each academic year for a three-year term each, by means of an annual competition amongst nominees from an international pool of candidates. At MIT, the Fellows enjoy unrestricted choice of research direction for the duration of their appointment; active faculty mentoring throughout the academic year via weekly luncheons and monthly dinners; a competitive annual stipend with regular cost-of-living increases combined with \$5,000 per year of discretionary funds; and health insurance coverage for Fellows and their dependents.

The program's web site is:

web.mit.edu/physics/research/pappalardofellowshipsprogram/pappalardofellowshipsprogram.html.

PROGRAM ADMINISTRATION

An Executive Committee, encompassing a Faculty Committee and one staff Administrator, administers the Program. Other members of the Department's administrative staff in the fiscal, human resources, and related areas provide program support on an as-needed basis.

The Faculty Committee members, representing all research divisions within the Department, are appointed by the Department Head for a minimum of two years, with the Head as an *ex officio* member. The primary responsibilities of the Faculty Committee are evaluating and selecting the Fellowship candidates; mentoring Fellows by participating in Fellowship-sponsored luncheon and dinner events; and working with the program's Administrator in developing the Program's overall policies and procedures.

Beyond working with the Faculty Committee on program development, the responsibilities of the program Administrator include implementation of the program's policies; managing program activities and events, such as the weekly luncheons, monthly dinners, and the annual Pappalardo Fellowships symposium; acting as a resource for Fellows in deriving maximum benefit from any aspect of the program; and facilitating contact between the Program and its benefactor, Mr. A. Neil Pappalardo.

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PROGRAM POLICIES	
Fellows' Areas of Responsibility	<ul style="list-style-type: none"> • The selection, pursuit and development of scientific research, as well as active participation in the scientific and social activities of the MIT physics community. This includes collaboration with an MIT physics research group; colloquia attendance; regular participation in, and presentations to, the Fellows' weekly luncheons and monthly dinners; and attendance and participation in the annual Pappalardo Fellowships symposium and dinner. • Upon entering the program, each Fellow selects a faculty mentor from the MIT physics department whom the Fellow will use as a resource for intellectual and career guidance throughout their fellowship. • At the end of each academic year, Fellows will submit a brief "activity report" to the Committee, listing their invited talks, conferences attended, publications submitted and any honors or awards received during the prior year. • While Pappalardo Fellows are expected to immerse themselves in the research environment of the physics department at MIT, they are also encouraged to engage in collaborations of their choice with other MIT departments, as well as outside institutions.
Annual Stipend	<ul style="list-style-type: none"> • The annual stipend for first-year Fellows beginning with the 2006-07 academic year is \$57,000; \$59,000 for second-year Fellows; and \$61,000 for third-year Fellows. • There is a regular cost-of-living increase, based upon MIT's policy for postdoctoral salary recommendations, reviewed annually. For the 2007-08 academic year, this will mean annual stipends of \$58,000, \$60,000; and \$62,000 (first, second, and third-year Fellows, respectively). • As Fellows are expected to make a full-time commitment to their research, no additional stipend, salary, or other remuneration may be accepted from another appointment, fellowship, or similar activity during the period of the fellowship.
Discretionary Funds	<ul style="list-style-type: none"> • Discretionary funds of \$5,000 per academic year are awarded annually to each Fellow. • Discretionary funds are allocated for the purpose of advancing Fellows' research. Specifically, Fellows may use these funds for research-related and conference travel; administrative expenses; laboratory supplies; journal reprints; and computer equipment. Note that as these funds are untaxed, MIT policy stipulates they cannot be used for personal expenses. At the end of the three-year fellowship appointment, any unexpended funds will revert to the Pappalardo Fellowships program.
Medical Coverage	<ul style="list-style-type: none"> • The cost of enrollment in the MIT Affiliate Health Plan is covered 100% by the Department of Physics for a Pappalardo Fellow, his/her spouse, and their children. If the Fellow chooses to enroll in an alternate health plan, however, those costs cannot be covered by the Department, and instead become the sole responsibility of the Fellow. • Comprehensive information on the MIT Affiliate Health Plan is available on-line at http://web.mit.edu/medical/p-affiliate.html.

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<p>Dental Coverage</p>	<ul style="list-style-type: none"> The Department of Physics will cover the cost of enrollment in the MIT Delta Dental plan. Complete details of this plan are available on-line at http://web.mit.edu/hr/benefits/dental.html. Fellows who are not covered by MIT's Affiliate Health Plan are not eligible for dental reimbursements. Questions regarding medical and dental policies should be directed to: Ms. Vicky Metternich, HR Administrator MIT Department of Physics, Bldg. NE25-4009 Tel: 617-253-4804 Email: vickym@mit.edu
<p>Income Tax</p>	<ul style="list-style-type: none"> At MIT, Departmental administrators are not authorized to answer tax questions. The MIT payroll staff member who can answer fellowship-related tax questions is: Mr. Stephen Connelly, Sr. Staff Accountant MIT, Controller's Accounting Office, NE49-3131 Tel: 617.452.2794 Email: sconnel@mit.edu MIT's International Scholars Office (http://web.mit.edu/scholars/) hosts an annual spring tax seminar, given by a tax attorney who explains basic tax-related issues for non-U.S. citizens.
<p>Leave-of-Absence</p>	<ul style="list-style-type: none"> Requests for leaves-of-absence during a Pappalardo fellowship must be made in writing, addressed to the Chair of the Pappalardo Executive Committee, with a copy to the Pappalardo Fellowships Administrator. Each Fellow is permitted one paid leave per academic year, for a maximum of three months per academic year. For longer absences from the Program, a written request must be submitted to both the Chair of the Pappalardo Executive Committee and the Department Head, with a copy to the Pappalardo Fellowships Administrator. If granted, the Program can provide a paid leave for the Fellow for only the first three months of an extended absence.
<p>Length of Appointment</p>	<ul style="list-style-type: none"> A minimum commitment of one-year is expected of each Pappalardo Fellow. Fellowship appointments are for a maximum of three years, inclusive of any leaves-of-absence taken, with the annual fellowship cycle beginning on September 1st and ending on August 31st.
<p>Purchasing Policies & Procedures</p>	<ul style="list-style-type: none"> Fellows should follow the purchasing policies as outlined in Faculty & Staff: Fiscal Procedures, Department of Physics, available online at https://web.mit.edu/physics/facultyandstaff/fiscal/index.html. Specific purchasing questions can be answered by the Department's Fiscal Office: Mr. Gil Cordova, Financial Officer MIT Dept. of Physics, Bldg. NE25-4015 Tel: 617. 452.3359 Email: gcordova@mit.edu
<p>Parking & Transportation</p>	<ul style="list-style-type: none"> Fellows are eligible to enroll for both on-campus parking and MIT-discounted MBTA ("T") subway/bus passes. A description of all commuter options for MIT affiliates can be found at the MIT Parking and Transportation Office web site: http://web.mit.edu/parking/. Questions regarding parking and transportation options, as well as

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	<p>relevant forms and authorization, should be directed to: Ms. Rosrin Srethapramote MIT Department of Physics, Bldg. NE25-4100 Tel: 617.253.6259 Email: rosrin@mit.edu</p>
MIT Staff Directory	<ul style="list-style-type: none"> • All Fellows should keep the Pappalardo Fellowships Administrator and the Human Resources Administrator up-to-date on all MIT and home address/contact information. • Fellows with MIT-sponsored visas must inform the International Scholars Office of any change of address within ten days of the change. • MIT's main Human Resources office also has a web-based "Self-Service" interface where employees can update their MIT and home directory listings, and access their current employee benefits package: http://web.mit.edu/sapwebss/PS1/home.shtml.