

Procedures for Research Titles

Related Policy

HOP 7-1020: Research Titles

Executive Vice President and Provost

Vice President for Research

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RESEARCH TITLES – PROCEDURES

Related Policy: HOP 7-1020

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RESEARCH TITLES – PROCEDURES

Related Policy: HOP 7-1020

Introduction

These procedures are to be used in selecting the appropriate title for an individual associated with the University in a professional research position. Research at the University is characterized as follows, from the Office of Sponsored Research Handbook, Introduction:

Faculty and authorized professional research staff are encouraged to seek external financial support for specific projects undertaken to further the mission of the University in teaching, research and public service. Sponsored projects enhance and expand the educational opportunities available to undergraduate and graduate students at the University, permit research, scholarly inquiry, and the development of new knowledge, contribute to the academic achievement and stature of the institution, and assist the University in fulfilling its responsibilities to the state and the nation. The purpose of University research is the discovery and dissemination of new knowledge.

Position Titles covered under these procedures

Paid Employee Positions – Regular (Exempt)

Recruitment or Promotion into title is required.

- Senior Research Scientist (0701)
- Senior Research Engineer (0703)
- Research Scientist (0702)
- Research Engineer (0704)
- Research Associate (0708)
- Senior Engineering Scientist (0707)

Paid Employee Positions – Temporary (Exempt)

Recruitment into title is optional. Individual may not move from one title to another title in this series. At the time of initial assignment, a determination is made of the appropriate title to use and once the time limitation in title has been met, the assignment will end. An individual in a temporary position can be considered for a regular title through a competitive recruiting/selection process via the HRS recruiting system.

- Senior Research Fellow (0705)
- Research Fellow (0706)
- Postdoctoral Fellow (0712)

Unpaid Positions – Temporary – Research Affiliate

- Research Affiliate – Senior Research Fellow (A012)
- Research Affiliate – Research Fellow (A011)
- Research Affiliate – Postdoctoral (A010)
- Visiting Researcher/Scholar (A006)

All persons whose primary activities are to conduct research at The University of Texas at Austin (“University”) will be assigned an appropriate research title. These titles are for an employee/non-employee in a professional position that normally holds a Ph.D. unless a different degree is considered the terminal degree for the discipline.

Research titles referenced in these procedures are not Academic Titles within the meaning of Board of Regents' Rule 31001 - Faculty Assignments and Titles. Individuals assigned under any of these research titles are not eligible for the award of tenure within the meaning of Board of Regents' Rule 31007 - Tenure.

Individuals assigned to any of the research titles covered by these procedures are subject to and are required to observe all applicable federal, state and local laws, including but not limited to Export Control laws and regulations, policies and procedures of the University, and The University of Texas System Board of Regents' Rules and Regulations, including Regents' Rule 90102 - Intellectual Property Rights and Obligations.

Definitions:

Benefits Eligible – An employee is in a benefits eligible position if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more. Eligibility is for the following benefits: insurance (medical, dental, vision, life, disability, long term care, flexible spending account), paid annual, sick, and holiday leave, and participation in a retirement program.

NOTE: If an employee goes from a benefits eligible student academic position (for example, Graduate Research Assistant) to a non-student position (for example, Postdoctoral Fellow or Research Fellow), the assignment to the non-student position must be for 20 hours or more per week for 135 days (4-1/2 months) or more to be benefits eligible. Benefits will not continue past the end date of the student academic assignment if the assignment to the non-student position is less than 20 hours or less than 135 days.

Exempt – An exempt employee is not entitled to receive overtime wages. There are three tests that determine if an employee is exempt. The first is an income requirement of at least \$47,476 per year (\$913/week). An employee must also be on a monthly salary basis and perform exempt-defined job duties.

Non-Exempt – A non-employee under the FLSA, is entitled to federal compensatory (FLSA comp) time or overtime pay at time-and-a-half for all hours actually worked in excess of 40 in a week.

Mentorship - Mentoring is a personal, voluntary, one-to-one relationship between a more experienced scientist/scholar and a junior scientist/scholar through which the junior scientist/scholar receives guidance and encouragement that contributes to the junior scholar's professional development.

Principal Investigator (PI) – The principal investigator (PI) is a status assigned to the lead scientist for a particular well-defined science or other academic project who takes direct responsibility for completion of a funded project, directing the research and reporting directly to the sponsor. Employees in specified official University job titles are automatically authorized to be principal investigators while employees in other official University job titles may be authorized on a case-by-case basis. See Office of Sponsored Projects for eligibility information. <https://research.utexas.edu/osp/prepare-submit-proposal/pi-eligibility/>

Items Applicable To All Positions Covered Under These Procedures

Exceptions to these procedures must be approved by the Executive Vice President and Provost for units reporting through that office or the Vice President for Research for units reporting through that office prior to making an offer or commitment to an individual.

Requirements and information provided in these procedures are the University's guidelines but a college, school, or unit (CSU) may have additional requirements.

EDUCATION

The research titles detail minimum required qualifications but an equivalent combination of relevant education and experience may be substituted as appropriate, except for the postdoctoral fellow position.

To supervise students working on the terminal degree in their discipline, the supervising researcher must also have the terminal degree in that discipline.

RESOURCES

Research Titles Appointment Procedures: <https://research.utexas.edu/resources/policies/>

Research Titles Policy: <https://www.policies.utexas.edu/policies/research-titles>

Postdoctoral Office: <https://research.utexas.edu/postdoc/>

Visiting Researchers and Scholars/Research Affiliate Benefits: <https://research.utexas.edu/resources/visiting-researchers-and-scholars/>

Staff Ombuds Office: <https://ombuds.utexas.edu/staff>

SALARY / BENEFITS

All paid positions are expected to be full-time (40 hours a week). Exceptions are sometimes allowed in unique situations. When sufficient justification is presented and approval is granted for a position to be less than full time and/or a year in duration, the proposed assignment must pay a gross rate of at least \$913 per week to the employee. The minimum rate requirement applies to all exempt positions in accordance with the Fair Labor Standards Act (FLSA), a major federal labor law. All paid positions described in these procedures are considered exempt under the FLSA.

Exceptions to the above policy which results in a gross rate of less than \$913 per week will be reviewed and approved on a case-by-case basis and will result with the employee being assigned to a non-exempt research title. These non-exempt employees will not be allowed to work hours in excess of their assigned appointment and the expectations must be set so that the employee is able to accomplish the required research within the assigned hours. Offer letters and amendments must be specific with clear expectations and signed by both the supervisor and the researcher.

Two job titles have been defined for these exception cases. Researcher (0710) for the regular paid research titles and Researcher Fellow (0711) for the temporary paid research titles. PI status will stay with the incumbent when moving in and out of these non-exempt titles. New hires into to these non-exempt titles will need to follow the procedures for requesting PI status.

Requests for an exception to the full-time (40 hours a week) rule, or duration of less than one (1) year, should be sent to the Office of the Executive Vice President and Provost via your CSU and will be reviewed on a case-by-case basis. Examples of requests that will be considered are: Partial Leave of Absence (Family Medical Leave, FML) Parental Leave, Proof of External Support or a Fellowship administered through the University. A recent graduate student who is needed to finish a research project or who is transitioning into another position outside of UT may be assigned a Research Fellow (0706) or Postdoctoral Fellow (0712) without prior approval from the Office of the Executive Vice President and Provost. This transition period may not exceed six (6) months.

Individual CSU's may have their own guidelines that include salary ranges, but the University's set minimums must be met. A copy of internal salary ranges should be sent to the Office of the Executive Vice President and Provost.

The positions in these procedures are considered benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). These titles are not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

All new or vacant regular positions are expected to be recruited for on an open basis allowing all applicants who meet the required qualifications to apply for the position, except where indicated in the specific title information. Recruiting may not be limited to current University employees only (University-wide) or recruiting only from within the unit (internal). Individuals in temporary positions may not be reclassified or promoted into a regular position.

A current employee already in a regular position may be promoted into a higher level title. An HRMS reclassification document should be done once final approval of the assignment has been received.

OTHER INFORMATION

PI Status – Automatic Approval:

Senior Research Scientist/Engineer
Research Scientist/Engineer
Research Associate

PI Status – Approval Required from OSP:

Senior Engineering Scientist
Senior Research Fellow
Research Fellow
Postdoctoral Fellow (Co-PI only)

PI Status – Not Eligible:

Research Affiliates – all titles

See Office of Sponsored Projects for eligibility information. <https://research.utexas.edu/osp/prepare-submit-proposal/pi-eligibility/>

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted. State law requires that time be accounted for because annual and sick leave are accrued in the benefits-eligible paid positions. Unused annual leave and floating holiday are paid out at time of separation from the University and one-half of the unused sick leave balance (up to 336 hours) can be paid to a deceased employee's estate.

An annual performance evaluation is required.

If an incumbent resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

Individuals, who retire from the University and plan to return to work with generally the same duties, should be assigned to the same title and salary (or lower) from which the individual retired. If the gross rate is less than \$913 per week, the retiree must be assigned to a non-exempt research title.

GRIEVANCES AND COMPLAINTS

An employee in these titles may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

TERMINATION OF EMPLOYMENT – REGULAR POSITION

The employing unit may terminate employment in accordance with the following policies:

Nonrenewal at 8/31 - HOP 5-1230 (2.3): Appointment and Term of Appointment of Administrative and Professional Personnel (Other than Administrative Officers)

Layoff - HOP 5-2410 (9.48): Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized

Termination for Cause - HOP 5-2420 (9.49): Policies and Procedures for Discipline and Dismissal and Grievances of Employees

TERMINATION OF EMPLOYMENT – TEMPORARY POSITION

Employment will end after the fixed assignment date and no further notice will be provided. The assignment may terminate at a time other than the fixed assignment date

- a) based on funding changes (must be processed according to HOP 5-2410 (9.48), Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized);
- b) based on a change in programmatic need; or
- c) when in the reasoned judgment of the supervising researcher, the conduct or performance of the incumbent does not justify continuation.

If an incumbent experiences performance issues, it is expected but not required that the supervising researcher will: 1) discuss the performance issues with the employee, 2) document in a formal letter to the employee, and 3) provide an opportunity to correct performance before pursuing termination earlier than the originally intended end date.

Immediate termination requires consultation between the Dean's Office, if applicable, and the Office of the Executive Vice President and Provost/Vice President for Research. The University may, in its sole discretion, provide advance notice of termination of the assignment when doing so is in the best interest of the University.

Paid Employee Positions – Regular

Senior Research Scientist (0701)

Senior Research Engineer (0703)

EDUCATION

Ph.D.

Equivalent combination of relevant education and experience may be substituted as appropriate.

To hold the “Engineer” title, the individual must be a registered professional engineer in the State of Texas. *Texas Engineering Practice Act and Rules, Subchapter G, Section 1001.301*

To supervise students working on the terminal degree in their discipline, the supervising researcher must also have the terminal degree in that discipline.

EXPERIENCE

Research accomplishments and professional experience equivalent to that of a full professor, including supervision of research programs/projects as a principal investigator.

Expectation is that nominee will have at least 10 years of applicable experience.

SALARY / BENEFITS

The University’s minimum salary for these titles is \$80,004. Individual CSU’s may have their own guidelines that include salary ranges, but the minimum rate must be at least \$80,004.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). These titles are not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

All new or vacant regular positions are expected to be recruited for on an open basis allowing all applicants who meet the required qualifications to apply for the position. Recruiting may not be limited to current University employees only (University-wide) or recruiting only from within the unit (internal). Individuals in temporary positions may not be reclassified or promoted into a regular position.

A current employee already in a regular position may be promoted into the title. An HRMS reclassification document should be done once final approval of the assignment has been received.

Once nominee has been selected, the following packet needs to be submitted for approval of the assignment according to the policies applicable to the unit owning the position:

- A complete CV that fully documents the nominee's professional credentials and accomplishments.
- Three letters from appropriate professional references, two of which must be from outside of UT Austin, which clearly makes the case that the nominee has an established record of independent research.
- A statement of support from the appropriate department chair and/or center director.

FINAL APPROVAL

Academic departments or ORU's reporting to the Executive Vice President and Provost:

Final approval of nominee into the title is delegated to the Dean. This delegated approval applies only to the evaluation of nominee qualifications for these titles and Deans are to ensure adherence to required qualifications as provided in these procedures. Normal requirements related to recruiting and the processing of all other transactions related to these positions still applies.

Final approval for positions that report directly to a Dean require approval by the Provost.

ORU's reporting to the Vice President for Research:

Final approval of nominee into the title will be by the Vice President for Research.

Positions that report directly to the Provost or Vice President for Research:

Final approval of nominee into the title will be by the President.

HRMS recruiting summaries will process through the normal routing procedures applicable to that document.

OTHER INFORMATION

May serve as a Principal Investigator on research contracts and submit research proposals to outside funding agencies.

Required to submit an annual summary of activity. The annual summary of activity will be submitted through the researcher's director/chairperson via the appropriate dean or equivalent administrator to the Vice President for Research. It should include a report on research accomplishments, grants/contracts submitted and received, papers published and/or submitted, papers presented or lectures given, awards of fellowships received, and such additional information as may be relevant to the evaluation of the individual's professional service.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

Annual performance evaluation is required.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter accepting the resignation.

GRIEVANCES AND COMPLAINTS

An employee in these titles may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

TERMINATION OF EMPLOYMENT

The employing unit may terminate employment in accordance with the following policies:

Nonrenewal at 8/31 - HOP 5-1230 (2.3): Appointment and Term of Appointment of Administrative and Professional Personnel (Other than Administrative Officers)

Layoff - HOP 5-2410 (9.48): Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized

Termination for Cause - HOP 5-2420 (9.49): Policies and Procedures for Discipline and Dismissal and Grievances of Employees

Paid Employee Positions – Regular

Research Scientist (0702)

Research Engineer (0704)

EDUCATION

Ph.D.

Equivalent combination of relevant education and experience may be substituted as appropriate.

To hold the “Engineer” title, the individual must be a registered professional engineer in the State of Texas. *Texas Engineering Practice Act and Rules, Subchapter G, Section 1001.301*

To supervise students working on the terminal degree in their discipline, the supervising researcher must also have the terminal degree in that discipline.

EXPERIENCE

Research accomplishments and professional experience equivalent to that of an established assistant professor or a new associate professor. The individual must have an established record as a mature, independent researcher.

Expectation is that nominee will have at least 5 years of applicable experience.

SALARY / BENEFITS

The University’s minimum salary for these titles is \$55,008. Individual CSU’s may have their own guidelines that include salary ranges, but the minimum rate must be at least \$55,008.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). These titles are not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

All new or vacant regular positions are expected to be recruited for on an open basis allowing all applicants who meet the required qualifications to apply for the position. Recruiting may not be limited to current University employees only (University-wide) or recruiting only from within the unit (internal). Individuals in temporary positions may not be reclassified or promoted into a regular position.

NOTE: A position can be posted either as a Research Scientist or as a Research Associate with the statement that the actual title used will be dependent on a review of research accomplishments, professional experience and qualifications of the candidate.

A current employee already in a regular position may be promoted into the title. An HRMS reclassification document should be done once final approval of the assignment has been received.

Once nominee has been selected, the following packet needs to be submitted for approval of the assignment according to the policies applicable to the unit owning the position:

- A complete CV that fully documents the nominee's professional credentials and accomplishments.
- Three letters from appropriate professional references, two of which must be from outside of UT Austin, which clearly makes the case that the nominee has an established record of independent research.
- A statement of support from the appropriate department chair and/or center director.

FINAL APPROVAL

Academic departments or ORU's reporting to the Executive Vice President and Provost:

Final approval of nominee into the title is delegated to the Dean. This delegated approval applies only to the evaluation of nominee qualifications for these titles and Deans are to ensure adherence to required qualifications as provided in these procedures. Normal requirements related to recruiting and the processing of all other transactions related to these positions still applies.

Final approval for positions that report directly to a Dean require approval by the Provost.

ORU's reporting to the Vice President for Research:

Final approval of nominee into the title will be by the Vice President for Research.

Positions that report directly to the Provost or Vice President for Research:

Final approval of nominee into the title will be by the President.

HRMS recruiting summaries will process through the normal routing procedures applicable to that document.

OTHER INFORMATION

May serve as a Principal Investigator on research contracts and submit research proposals to outside funding agencies.

Required to submit an annual summary of activity. The annual summary of activity will be submitted through the researcher's director/chairperson via the appropriate dean or equivalent administrator to the Vice President for Research. It should include a report on research accomplishments,

grants/contracts submitted and received, papers published and/or submitted, papers presented or lectures given, awards of fellowships received, and such additional information as may be relevant to the evaluation of the individual's professional service.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

Annual performance evaluation is required.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

An employee in these titles may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

TERMINATION OF EMPLOYMENT

The employing unit may terminate employment in accordance with the following policies:

Nonrenewal at 8/31 - HOP 5-1230 (2.3): Appointment and Term of Appointment of Administrative and Professional Personnel (Other than Administrative Officers)

Layoff - HOP 5-2410 (9.48): Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized

Termination for Cause - HOP 5-2420 (9.49): Policies and Procedures for Discipline and Dismissal and Grievances of Employees

Paid Employee Positions – Regular

Research Associate (0708)

EDUCATION

Ph.D. or a degree that is considered terminal for the discipline.

Equivalent combination of relevant education and experience may be substituted as appropriate.

To supervise students working on the terminal degree in their discipline, the supervising researcher must also have the terminal degree in that discipline.

EXPERIENCE

This is an entry-level research professional position.

Individual must have the professional qualifications to conduct independent research and the potential to become an established researcher.

SALARY / BENEFITS

The University's minimum salary for this title is \$50,004. Individual CSU's may have their own guidelines that include salary ranges, but the minimum rate must be at least \$50,004.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). This title is not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

All new or vacant regular positions are expected to be recruited for on an open basis allowing all applicants who meet the required qualifications to apply for the position. Recruiting may not be limited to current University employees only (University-wide) or recruiting only from within the unit (internal). Individuals in temporary positions may not be reclassified or promoted into a regular position.

A current employee already in a regular position may be promoted into the title. An HRMS reclassification document should be done once final approval of the assignment has been received.

Once nominee has been selected, information needs to be submitted according to the policies applicable to the college/school/unit owning the position.

HRMS recruiting summaries will process through the normal routing procedures applicable to that document.

OTHER INFORMATION

May serve as a Principal Investigator on research contracts and submit research proposals to outside funding agencies.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

Annual performance evaluation is required.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

An employee in this title may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

TERMINATION OF EMPLOYMENT

The employing unit may terminate employment in accordance with the following policies:

Nonrenewal at 8/31 - HOP 5-1230 (2.3): Appointment and Term of Appointment of Administrative and Professional Personnel (Other than Administrative Officers)

Layoff - HOP 5-2410 (9.48): Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized

Termination for Cause - HOP 5-2420 (9.49): Policies and Procedures for Discipline and Dismissal and Grievances of Employees

Paid Employee Positions – Regular

Senior Engineering Scientist (0707)

This title is generally restricted to individuals who are highly qualified in their field but do not hold a terminal degree in their discipline.

EDUCATION

Bachelor's Degree

EXPERIENCE

Expectation is that individual will have at least 10 years of applicable experience.

Evidence of leadership in the technical community, documented evidence of research and engineering contributions, and a history of consistent and significant accomplishments in related research areas.

SALARY / BENEFITS

The University's minimum salary for this title is \$100,008. Individual CSU's may have their own guidelines that include salary ranges, but the minimum rate must be at least \$100,008.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). This title is not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

If recruiting for a new or vacant regular position, the recruiting effort may be posted open, University-wide or internal.

A current employee already in a regular position may be promoted into the title. An HRMS reclassification document should be done once final approval of the assignment has been received.

Once nominee has been selected, the following packet needs to be submitted for approval of the assignment according to the policies applicable to the unit owning the position:

- A complete CV that fully documents the nominee's professional credentials and accomplishments.
- Three letters from appropriate professional references, two of which must be from outside of UT Austin, which clearly makes the case that the nominee has an established record of independent research.
- A statement of support from the appropriate department chair and/or center director.

FINAL APPROVAL

Academic departments or ORU's reporting to the Executive Vice President and Provost:

Final approval of nominee into the title is delegated to the Dean.

Final approval for positions that report directly to a Dean require approval by the Provost.

ORU's reporting to the Vice President for Research:

Final approval of nominee into the title will be by the Vice President for Research.

Positions that report directly to the Provost or Vice President for Research:

Final approval of nominee into the title will be by the President.

HRMS recruiting summaries will process through the normal routing procedures applicable to that document.

OTHER INFORMATION

Subject to approval of the Associate Vice President for Research and Director of the Office of Sponsored Projects, individuals assigned to this title may serve as a Principal Investigator on research contracts and submit research proposals to outside funding agencies on a case-by-case basis.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

Annual performance evaluation is required.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

An employee in this title may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

TERMINATION OF EMPLOYMENT

The employing unit may terminate employment in accordance with the following policies:

Nonrenewal at 8/31 - HOP 5-1230 (2.3): Appointment and Term of Appointment of Administrative and Professional Personnel (Other than Administrative Officers)

Layoff - HOP 5-2410 (9.48): Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized

Termination for Cause - HOP 5-2420 (9.49): Policies and Procedures for Discipline and Dismissal and Grievances of Employees

Paid Employee Positions – Temporary

Senior Research Fellow (0705)

Research Fellow (0706)

At time of initial assignment, a determination should be made as to the appropriate title to use (senior research fellow, research fellow or postdoctoral fellow). An employee cannot move between these titles (except as noted in #5 below).

Title can be used for:

- 1) a visiting scientist/engineer who is regularly based at another institution or in industry and plans to return after a limited stay at UT Austin,
- 2) a visiting scientist/engineer who is invited to collaborate on University sponsored activities and who is established professionally in their field,
- 3) a temporary research assignment for individuals whose primary assignment is as a member of the non-tenure track faculty (exception to assignment time limitation),
- 4) temporary positions that do not fit in one of the other categories due to limited time the position is needed, limited number of hours per week that the position is needed, limited funding, or
- 5) bridging an assignment into a postdoctoral fellow position prior to receipt of the Ph.D. (exception to no transfer between titles procedure).

EDUCATION

Ph.D. received more than 3 years ago.

Equivalent combination of relevant education and experience may be substituted as appropriate.

EXPERIENCE

“Senior” title – Research accomplishments and professional experience equivalent to that of a full professor, including supervision of research programs/projects as a principal investigator. Expectation is that nominee will have at least 10 years of applicable experience.

Non-“Senior” title – Research accomplishments and professional experience equivalent to that of an established assistant professor or a new associate professor. The individual must have an established record as a mature, independent researcher. Expectation is that nominee will have at least 5 years of applicable experience.

LENGTH OF ASSIGNMENT

One-year assignment which can be renewed on an annual basis up to a total of three years. The assignment may be extended past the end of the second year to finish up a project but it should not exceed a total of three years. An end date must be included in the HRMS assignment document but can be extended at a later time if the new end date still falls within the time limitation for this title. If employee will be needed longer than this time frame, a new regular professional research position should be considered.

SALARY / BENEFITS

The University's minimum salary for for the Research Fellow title is \$47,476 and for the Senior Research Fellow title it is \$54,000. Individual CSU's may have their own guidelines that include salary ranges, but these minimum rates must be used.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more. NOTE: If an employee goes from a benefits eligible student academic position (for example, Graduate Research Assistant) to a non-student position (for example, Research Fellow), the assignment to the non-student position must be for 20 hours or more per week for 135 days (4-1/2 months) or more to be benefits eligible. Benefits will not continue past the end date of the student academic assignment if the assignment to the non-student position is less than 20 hours or less than 135 days.

Salary is set on first day of assignment and then on September 1 of subsequent years.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). These titles are not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

These titles do not require posting through Human Resource Services nor imply an expectation of reassignment beyond the stated period of assignment.

Promotion/reclassification into or out of these titles is not allowed.

OTHER INFORMATION

Upon approval by the Associate Vice President for Research and Director of the Office of Sponsored Projects, individuals assigned to these titles may submit research proposals as a Principal or Co-Principal Investigator.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

An employee in these titles may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

END OF ASSIGNMENT

Employment will end after the fixed assignment date and no further notice will be provided. The assignment may terminate at a time other than the fixed assignment date

- a) based on funding changes (must be processed according to HOP 5-2410 (9.48), Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized);
- b) based on a change in programmatic need; or
- c) when in the reasoned judgment of the supervising researcher, the conduct or performance of the incumbent does not justify continuation.

If an incumbent experiences performance issues, it is expected but not required that the supervising researcher will: 1) discuss the performance issues with the employee, 2) document in a formal letter to the employee, and 3) provide an opportunity to correct performance before pursuing termination earlier than the originally intended end date.

Immediate termination requires consultation between the Dean's Office, if applicable, and the Office of the Executive Vice President and Provost/Vice President for Research. The University may, in its sole discretion, provide advance notice of termination of the assignment when doing so is in the best interest of the University.

Paid Employee Positions – Temporary*Postdoctoral Fellow (0712)*

This title is used for the traditional postdoctoral assignment intended to provide a training program of advanced academic preparation and research training under mentorship of a more experienced scientist/scholar.

Postdoctoral mentoring is a personal, voluntary, one-to-one relationship between a more experienced scientist/scholar and a junior scientist/scholar through which the junior scientist/scholar receives guidance and encouragement that contributes to the junior scholar's professional development.

Teaching may not constitute more than 20% of the postdoctoral fellow's duties as described in the position functions.

EDUCATION

Ph.D. received within the past 3 years.

Can be used for a graduate student who has successfully completed all requirements for the Ph.D. but has not actually received the diploma. An official certification is required from the person's home institution stating that all degree requirements have been successfully completed prior to the assignment start date.

EXPERIENCE

This is the traditional assignment upon receipt of the Ph.D.

LENGTH OF ASSIGNMENT

One-year assignment which can be renewed on an annual basis up to a total of five years. Previous time in a postdoctoral fellow position (whether paid or unpaid) at the University or at any other university counts towards this time limitation (unless the area or discipline changes).

If employee will be needed longer than this time frame, a new regular professional research position should be considered.

SALARY / BENEFITS

The University's minimum salary for this title is \$47,476. Individual CSU's may have their own guidelines that include salary ranges, but the minimum rate must be at least \$47,476.

Benefits eligible if assigned for 20 hours or more per week for 135 days (4-1/2 months) or more. NOTE: If an employee goes from a benefits eligible student academic position (for example, Graduate Research Assistant) to a non-student position (for example, Postdoctoral Fellow), the assignment to the non-student position must be for 20 hours or more per week for 135 days (4-1/2 months) or more to be benefits eligible. Benefits will not continue past the end date of the student academic assignment if the assignment to the non-student position is less than 20 hours or less than 135 days.

Salary is set on first day of assignment and then on September 1st of subsequent years.

Note: This is the only title where the anniversary date can be used as the day to give a merit increase. Once a merit increase for an individual is given on September 1 (rather than on the anniversary date), an increase cannot be then given on the anniversary date, and merit increases will follow the fiscal year time frame of September 1.

To be eligible for a merit increase on September 1, an individual must have been employed with the University for at least 180 days (6 months). This title is not typically eligible for merit increases on March 1, but may be eligible in a given year if allowed by the University Budget Council and Dean/VP and if the employee was not eligible for a merit increase on the previous September 1st.

RECRUITMENT OR PROMOTION

This title does not require posting through Human Resource Services nor implies an expectation of reassignment beyond the stated period of assignment.

Promotion/reclassification into or out of this title is not allowed.

OTHER INFORMATION

Upon approval by the Associate Vice President for Research and Director of the Office of Sponsored Projects, individuals assigned to this title may submit research proposals as a Co-Principal Investigator. When required by the sponsor and per program guidelines, (i.e., NIH, HRSA, etc.) a postdoctoral fellow will be recognized as a Principal Investigator in the sponsor's proprietary system, like NIH Commons. Even though a postdoctoral fellow's faculty mentor/sponsor is listed as the PI of record in internal University systems, the research must be conducted by the postdoctoral fellow as proposed to the sponsor and as required by program guidelines.

An offer letter signed by the nominee accepting the position is required.

Timesheets are required to be submitted.

If an employee resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

OBLIGATIONS OF THE SUPERVISING RESEARCHER

Expectations should be developed in writing and discussed with the Postdoctoral Fellow at the beginning of the assignment period, with opportunity for review and revision as the assignment progresses. Annual written progress reviews should be conducted based on the expectations that have been established for the Postdoctoral Fellow and on progress toward overall career goals. The evaluation process should include the opportunity for the Postdoctoral Fellow to respond in writing to the evaluation.

OBLIGATIONS OF THE POSTDOCTORAL FELLOW

Postdoctoral Fellows have certain obligations to their mentor, the group in which they are working, the Department with which they are associated, and the University. These obligations include but are not limited to:

- the conscientious discharge of their research and scholarly responsibilities,
- conformity with ethical standards in research and scholarship,
- compliance with good scholarly practice including the maintenance of adequate research records,
- compliance with all laws, regulations and University rules regarding human subjects and animal research,
- compliance with all laws, regulations and University rules regarding use of hazardous materials, including but not limited to isotopes, chemicals, infectious agents, and the like,
- compliance with all laws, regulations and University rules regarding use of laboratories, machinery and devices, including but not limited to research equipment such as instrumentation devices, lasers, and the like,
- open and timely discussion with their mentor regarding possession or distribution of tangible property such as materials, reagents, and the like,
- discussion of laboratory records or scholarly materials,
- prior disclosure of appropriate scholarly information, findings or techniques proposed for dissemination privately, at scholarly meetings, or in publications,
- collegial conduct toward all members of the University community
- compliance with all applicable University policies.

GRIEVANCES AND COMPLAINTS

An employee in this title may present grievances and complaints in accordance with the Classified and Administrative and Professional Grievance Policy (HOP 7.C.1 Grievance Policy).

END OF ASSIGNMENT

It is within the University's sole discretion not to reassign an individual to the title, in which case, employment will end after the fixed assignment date and no further notice will be provided. Either the Postdoctoral Fellow or the supervising researcher may terminate the relationship without cause or recourse at a time other than the fixed assignment date

- a) at the direction of the funding agency;
- b) based on loss of funding (must be processed according to HOP 5-2410 (9.48), Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized);
- c) based on a change in programmatic need; or
- d) when in the reasoned judgment of the supervising researcher, the conduct or performance of the Postdoctoral Fellow does not justify continuation.

If an incumbent experiences performance issues, it is expected that the supervising researcher will: 1) discuss the performance issues with the employee, 2) document in a formal letter to

the employee, and 3) provide an opportunity to correct performance before pursuing termination earlier than the originally intended end date.

Immediate termination requires consultation between the Dean's Office, if applicable, and the Office of the Executive Vice President and Provost/Vice President for Research. The University may, in its sole discretion, provide advance notice of termination of the assignment when doing so is in the best interest of the University.

Unpaid Positions – Research Affiliate

The International Office should be contacted for information and any issues related to visas.
<http://world.utexas.edu/iss/scholars>

The Research Affiliate positions are for individuals who have relationships with the University outside of traditional employment with no salary being received from the University for the position. An individual may hold a research affiliate position in addition to other positions at the University. Assignment as a Research Affiliate does not imply tenure or continuation at the University.

The Research Affiliate will continue to be the assignee and employee of the regular home institution or company at all times or be otherwise supported by external funding for the duration of the assignment. The University will exercise administrative control and technical supervision over the Research Affiliate's activities during the assignment.

The regular home institution or company shall be responsible for all costs and expenses incurred by these researchers, including, wages, fringe benefits, medical expenses, travel and living expenses. Any taxes on the researcher's stipend or company benefits due the State of Texas or the United States are the direct responsibility of the researcher and the home institution or company. Any unemployment insurance claims that arise from this affiliation are the responsibility of the regular home institution or company.

Position Titles covered under these procedures

Unpaid Positions – Temporary – Research Affiliate
 Research Affiliate – Senior Research Fellow (A012)
 Research Affiliate – Research Fellow (A011)
 Research Affiliate – Postdoctoral (A010)
 Visiting Researcher/Scholar (A006)

Items Applicable To All UNPAID Positions Covered Under These Procedures

Exceptions to these procedures must be approved by the Executive Vice President and Provost for units reporting through that office or the Vice President for Research for units reporting through that office prior to making an offer or commitment to an individual.

Requirements and information provided in these procedures are the University's guidelines but a college, school, or unit (CSU) may have additional requirements.

OTHER INFORMATION

PI Status – Not Eligible:
Research Affiliates – all titles

An offer letter signed by the nominee accepting the position is required.

Visual compliance must be conducted on every individual assigned to a Research Affiliate position.

An annual performance evaluation is recommended but optional.

If an incumbent resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

These non-employee positions are not eligible for a formal grievance process within the University.

END OF ASSIGNMENT

It is within the University's sole discretion not to reassign an individual to the title, in which case, employment will end after the fixed assignment date and no further notice will be provided. Either the incumbent or the supervising researcher may terminate the relationship without cause or recourse at a time other than the fixed assignment date

- a) at the direction of the regular home institution or sponsoring agency;
- b) based on a change in programmatic need; or
- c) when in the reasoned judgment of the supervising researcher, the conduct or performance of the incumbent does not justify continuation.

If the relationship is terminated, the regular home institution or company should be notified immediately.

Unpaid Positions – Research Affiliate

Research Affiliate-Senior Research Fellow (A012), Research Affiliate-Research Fellow (A011)

Title can be used for a visiting scientist/engineer who is regularly based at another institution or in industry and plans to return after a limited stay at UT Austin, is invited to collaborate on University sponsored activities and is established professionally in their field.

EDUCATION

Ph.D. received more than 3 years ago.

Equivalent combination of relevant education and experience may be substituted as appropriate.

EXPERIENCE

“Senior” title – Research accomplishments and professional experience equivalent to that of a full professor, including supervision of research programs/projects as a principal investigator. Expectation is that nominee will have at least 10 years of applicable experience.

Non-“Senior” title – Research accomplishments and professional experience equivalent to that of an established assistant professor or a new associate professor. The individual must have an established record as a mature, independent researcher. Expectation is that nominee will have at least 5 years of applicable experience.

LENGTH OF ASSIGNMENT

There is no time limit for these titles but the initial assignment should be for no more than two years with a renewal of the assignment at two year intervals.

OTHER INFORMATION

Individuals assigned to these titles are not authorized to submit research proposals as a Principal Investigator or Co-Principal Investigator.

An offer letter signed by the nominee accepting the position is required.

Visual compliance must be conducted on every individual assigned to a Research Affiliate position.

An annual performance evaluation is recommended but optional.

If an incumbent resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

GRIEVANCES AND COMPLAINTS

These non-employee positions are not eligible for a formal grievance process within the University.

END OF ASSIGNMENT

It is within the University's sole discretion not to reassign an individual to the title, in which case, employment will end after the fixed assignment date and no further notice will be provided. Either the incumbent or the supervising researcher may terminate the relationship without cause or recourse at a time other than the fixed assignment date

- a) at the direction of the regular home institution or sponsoring agency;
- b) based on a change in programmatic need; or
- c) when in the reasoned judgment of the supervising researcher, the conduct or performance of the incumbent does not justify continuation.

If the relationship is terminated, the regular home institution or company should be notified immediately.

Unpaid Positions – Research Affiliate*Research Affiliate-Postdoctoral (A010)**Assignment to this title requires full-time external support.*

This title is used when a junior scientist/scholar has been awarded a fellowship or traineeship from an external agency or organization based on individual merit and for the specific purpose of individual development. The awards may be paid directly to the recipient from the grantor or administered through a University account by the Office of Sponsored Projects according to the requirements of the fellowship. Payments are not made through the University payroll system and there is no employer/employee relationship between the University and the fellowship recipient. These scholars may be paid a stipend to pursue an individually defined training program according to the requirements of the fellowship. The assignments are intended to provide a full-time training program of advanced academic preparation and research training under the mentorship of a more experienced scientist/scholar.

EDUCATION

Ph.D. received within the past 3 years.

LENGTH OF ASSIGNMENT

One-year assignment which can be renewed on an annual basis up to a total of five years. Previous time in a postdoctoral fellow position (whether paid or unpaid) at the University or at any other university counts towards this time limitation (unless the area or discipline changes).

SALARY / BENEFITS

There is no salary associated with this title, but the research affiliate-postdoctoral position is eligible to enroll in certain health insurance plans that are part of the University's group insurance program. The incumbent must pay all premiums associated with the insurance options selected.

OTHER INFORMATION

An individual assigned to this title is not authorized to submit research proposals as a Principal Investigator or Co-Principal Investigator.

An offer letter signed by the nominee accepting the position is required.

Visual compliance must be conducted on every individual assigned to a Research Affiliate position.

An annual performance evaluation is recommended but optional.

If an incumbent resigns from their position, a resignation letter should be attached to the HRMS modify document. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

OBLIGATIONS OF THE SUPERVISING RESEARCHER

Expectations should be developed in writing and discussed with the Postdoctoral Fellow at the beginning of the assignment period, with opportunity for review and revision as the assignment progresses. Annual written progress reviews should be conducted based on the expectations that have been established for the Postdoctoral Fellow and on progress toward overall career goals. The evaluation process should include the opportunity for the Postdoctoral Fellow to respond in writing to the evaluation.

OBLIGATIONS OF THE RESEARCH AFFILIATE -POSTDOCTORAL

Postdoctoral mentoring is a personal, voluntary, one-to-one relationship between a more experienced scientist/scholar and a junior scientist/scholar through which the junior scientist/scholar receives guidance and encouragement that contributes to professional development of the junior scholar.

Research Affiliate-Postdoctoral Fellows have certain obligations to their mentor, the group in which they are working, the Department with which they are associated, the sponsor whose funds support them, and the University. These obligations include but are not limited to:

- the conscientious discharge of their research and scholarly responsibilities,
- conformity with ethical standards in research and scholarship,
- compliance with good scholarly practice including the maintenance of adequate research records,
- compliance with all laws, regulations and University rules regarding human subjects and animal research,
- compliance with all laws, regulations and University rules regarding use of hazardous materials, including but not limited to isotopes, chemicals, infectious agents, and the like,
- compliance with all laws, regulations and University rules regarding use of laboratories, machinery and devices, including but not limited to research equipment such as instrumentation devices, lasers, and the like,
- open and timely discussion with their mentor regarding possession or distribution of tangible property such as materials, reagents, and the like,
- discussion of laboratory records or scholarly materials,
- prior disclosure of appropriate scholarly information, findings or techniques proposed for dissemination privately, at scholarly meetings, or in publications,
- collegial conduct toward all members of the University community
- compliance with all applicable University policies.

GRIEVANCES AND COMPLAINTS

This non-employee position is not eligible for a formal grievance process within the University.

END OF ASSIGNMENT

It is within the University's sole discretion not to reassign an individual to the title, in which case, employment will end after the fixed assignment date and no further notice will be provided. Either the incumbent or the supervising researcher may terminate the relationship without cause or recourse at a time other than the fixed assignment date

- a) at the direction of the regular home institution or sponsoring agency;
- b) based on a change in programmatic need; or
- c) when in the reasoned judgment of the supervising researcher, the conduct or performance of the incumbent does not justify continuation.

If an incumbent experiences performance issues, it is expected that the supervising researcher will: 1) discuss the performance issues with the employee, 2) document in a formal letter to the employee, and 3) provide an opportunity to correct performance before pursuing termination earlier than the originally intended end date.

If the relationship is terminated, the regular home institution or company should be notified immediately.

Unpaid Positions – Research Affiliate

Research Affiliate- Visiting Researcher/Scholar (A006)

The Visiting Researcher/Scholar title is used for visitors seeking to pursue individually defined research or scholarly activities that may benefit their own research endeavors in addition to furthering the University’s mission.

This title requires a University sponsor and is an unpaid position.

LENGTH OF ASSIGNMENT

The initial assignment is for up to one year with the option to renew the assignment on an annual basis.

OTHER INFORMATION

Individuals assigned to this title are not authorized to submit research proposals as a Principal Investigator or Co-Principal Investigator.

Visual compliance must be conducted on every individual assigned to a Research Affiliate position.

Information about the Research Affiliate-Visiting Researcher/Scholar program can be found at:
<https://research.utexas.edu/resources/visiting-researchers-and-scholars/>.

GRIEVANCES AND COMPLAINTS

This non-employee position is not eligible for a formal grievance process within the University.

You may add additional language to customize this letter for your area needs but any substantive changes should be discussed in advance with the Office of the Vice President for Research or the Office of the Executive Vice-President and Provost.

<insert date>

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear <insert candidate's name>:

I am pleased to offer you a position as a <insert job title> in the <insert institute/bureau/lab/department/school/college name> at The University of Texas at Austin. Your assignment will be effective <insert start date> *Include the following if the job posting included an end date.* and is expected to continue through <insert end date>. Your assignment will be at <insert percent time> with a full-time annual rate of <insert rate>.

Include the following paragraph if the position is ongoing and expected to continue beyond the fiscal year of the initial assignment. Do not insert if there is a known assignment end date stated in the first paragraph.

In accordance with the provisions of Handbook of Operating Procedures 5-1230, and consistent with all other administrative and professional non-faculty staff at the university, your assignment will be reviewed for renewal at the end of each fiscal year at which time you will be considered for reappointment to a succeeding one year term.

In this position you will report directly to <insert name of PI or other supervisor> and your primary research area will be <insert applicable description that may included specific duties, responsibilities, and if there is an expectation that employee will generate research funds>. *Include the following for Research Scientist, Senior Research Scientist, Research Engineer and Senior Research Engineer.* You are also responsible for submitting an Annual Summary of Activity Report at the end of each academic year and for forwarding the original report to the Vice President for Research.

All staff, faculty and administrators are subject to the relevant provisions of the *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* of The University of Texas at Austin and to applicable state and federal law. Specifically, this position is subject to the policy and procedures related to professional research and administrative and professional positions. The salary figure above is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize.

Include the following paragraph on moving expenses where relevant:

The <insert unit name> will reimburse you for the actual expenses of moving your family and household goods on a documented basis up to a maximum of \$ <insert amount>. Expenses that meet the criteria set forth in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>) are non-taxable. We can also assist you in accessing the relocation services offered by Human Resource Services. Please let us know if you are interested in pursuing this option.

• Include the following paragraph for NEW benefits-eligible employees.

- *Omit the benefits paragraph if the candidate is a continuing benefits-eligible employee.*
- *Omit the benefits paragraph if the assignment does not meet the definition of benefits eligibility (i.e. 20 hours per week for 135 days (4-1/2 months))*

You will be entitled to all employee benefits authorized by the state legislature. Human Resource Services will provide you with full information on available University services and resources at the New Employee Welcome/Orientation, which you should attend as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your appointment <insert expected start date> to enroll for insurance coverage.

Include the following paragraph when all pre-employment screening requirements apply (i.e., candidate is NEW to UT):

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form and provision of required documentation within three working days of the start date of your assignment. This documentation is required by the Federal Immigration Reform and Control Act to verify employment eligibility to work in the United States and will be handled upon your arrival.
- (2) A background check as required by institutional policy for newly appointed staff. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.

We are enthusiastic about your proposed employment and look forward to having you as a member of the research program. Please indicate your acceptance of this offer by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<insert name>

<insert title>

cc: <insert names>

I accept this offer of employment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

<insert candidate's name>

Date: _____

You may add additional language to customize this letter for your area needs but any substantive changes should be discussed in advance with the Office of the Vice President for Research or the Office of the Executive Vice-President and Provost.

<insert date>

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear <insert candidate’s name>:

I am pleased to offer you a position as a <insert job title> in the <insert institute/bureau/lab/department/school/college name> at The University of Texas at Austin. Your initial assignment will be for one year and will begin on <insert anticipated start date> and end on <insert anticipated end date>. Your assignment will be at <insert percent time> with a full-time annual rate of <insert rate>.

Include the following paragraph if applicable.

This offer is contingent upon successful completion of all requirements for your <insert degree> by <insert deadline>.

During your first term, your assignment is contingent upon satisfactory performance and the existence of funding. At the end of the term your assignment may be eligible for renewal on an annual basis up to an additional <insert number> of years, based on satisfactory performance, the existence of funding, and programmatic need.

In this position you will report directly to <insert name of PI or other supervisor> and your primary research area will be <insert applicable description which may included specific duties, responsibilities, and any instructional responsibilities that will be assigned>.

All staff, faculty and administrators are subject to the relevant provisions of the *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* of The University of Texas at Austin and to applicable state and federal law. Specifically, this position is subject to the policy and procedures related to professional research and administrative and professional positions. The salary figure above is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize.

Include the following paragraph on moving expenses where relevant.

The <insert unit name> will reimburse you for the actual expenses of moving your family and household goods on a documented basis up to a maximum of \$ <insert amount>. Expenses that meet the criteria set forth in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>) are non-taxable. We can also assist you in accessing the relocation services offered by Human Resource Services. Please let us know if you are interested in pursuing this option.

- *Include the following paragraph for NEW benefits-eligible employees (this includes those whose previous UT assignment was to a student academic title).*
- *Omit the benefits paragraph if the candidate is a continuing benefits-eligible employee.*

• Omit the benefits paragraph if the assignment does not meet the definition of benefits eligibility (i.e. 20 hours per week for 135 days (4-1/2 months))

You will be entitled to all employee benefits authorized by the state legislature. Human Resource Services will provide you with full information on available University services and resources at the New Employee Welcome/Orientation, which you should attend as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your assignment <insert expected start date> to enroll for insurance coverage.

Include the following paragraph when all pre-employment screening requirements apply (i.e., candidate is NEW to UT):

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form and provision of required documentation within three working days of the start date of your assignment. This documentation is required by the Federal Immigration Reform and Control Act to verify employment eligibility to work in the United States and will be handled upon your arrival.
- (2) A background check as required by institutional policy for newly appointed staff. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.

We are enthusiastic about your proposed employment and look forward to having you as a member of the research program. Please indicate your acceptance of this offer by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<insert name>

<insert title>

Enclosure: Background Check Request Form

cc: <insert names>

I accept this offer of employment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

<insert candidate's name>

Date: _____

You may add additional language to customize this letter for your area needs but any substantive changes should be discussed in advance with the Office of the Vice President for Research or the Office of the Executive Vice-President and Provost.

<insert date>

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Dear <insert candidate's name>:

I am pleased to offer you a position as a non-exempt Researcher - <insert internal position title> in the <insert institute/bureau/lab/department/school/college name> at The University of Texas at Austin. Your assignment will be effective <insert start date> *Include the following if the job posting included an end date.* and is expected to continue through <insert end date>. Your assignment will be at <insert percent time/hrs. per week> with a full-time annual rate of <insert rate>.

Include the following paragraph if the position is ongoing and expected to continue beyond the fiscal year of the initial assignment. Do not insert if there is a known assignment end date stated in the first paragraph.

In accordance with the provisions of Handbook of Operating Procedures 5-1230, and consistent with all other administrative and professional non-faculty staff at the university, your assignment will be reviewed for renewal at the end of each fiscal year at which time you will be considered for reappointment to a succeeding one-year term.

In this position you will report directly to <insert name of PI or other supervisor> and your primary research area will be <insert applicable description that may include specific duties, responsibilities, and if there is an expectation that employee will generate research funds>. *Include the following for Research Scientist, Senior Research Scientist, Research Engineer and Senior Research Engineer.* You are also responsible for submitting an Annual Summary of Activity Report at the end of each academic year and for forwarding the original report to the Vice President for Research.

All staff, faculty and administrators are subject to the relevant provisions of the *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* of The University of Texas at Austin and to applicable state and federal law. Specifically, this position is subject to the policy and procedures related to professional research and administrative and professional positions. The salary figure above is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize.

Include the following paragraph on moving expenses where relevant:

The <insert unit name> will reimburse you for the actual expenses of moving your family and household goods on a documented basis up to a maximum of \$ <insert amount>. Expenses that meet the criteria set forth in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>) are non-taxable. We can also assist you in accessing the relocation services offered by Human Resource Services. Please let us know if you are interested in pursuing this option.

- *Include the following paragraph for NEW benefits-eligible employees.*
- *Omit the benefits paragraph if the candidate is a continuing benefits-eligible employee.*

• Omit the benefits paragraph if the assignment does not meet the definition of benefits eligibility (i.e. 20 hours per week for 135 days (4-1/2 months))

You will be entitled to all employee benefits authorized by the state legislature. Human Resource Services will provide you with full information on available University services and resources at the New Employee Welcome/Orientation, which you should attend as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your appointment <insert expected start date> to enroll for insurance coverage.

Include the following paragraph when all pre-employment screening requirements apply (i.e., candidate is NEW to UT):

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form and provision of required documentation within three working days of the start date of your assignment. This documentation is required by the Federal Immigration Reform and Control Act to verify employment eligibility to work in the United States and will be handled upon your arrival.
- (2) A background check as required by institutional policy for newly appointed staff. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.

We are enthusiastic about your proposed employment and look forward to having you as a member of the research program. Please indicate your acceptance of this offer by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<insert name>

<insert title>

cc: <insert names>

I accept this offer of employment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

<insert candidate's name>

Date: _____

I acknowledge that this is a <X> hour per week assignment and that the research expectations set by <Insert PI> and accepted by <candidate's name> are reasonable and can be obtained during this <X%> assignment from <period of assignment to end date>. We also acknowledge that <candidate> may not work more than an average of <X> hours per week and that s/he will record true and accurate time worked and submit his/her time sheets to <PI> for review and approval.

<insert PI's name>

Date

<insert candidate's name>

Date

You may add additional language to customize this letter for your area needs but any substantive changes should be discussed in advance with the Office of the Vice President for Research or the Office of the Executive Vice-President and Provost.

<insert date>

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Dear <insert candidate's name>:

I am pleased to offer you a position as a non-exempt Researcher Fellow - <insert internal position title> in the <insert institute/bureau/lab/department/school/college name> at The University of Texas at Austin. Your assignment will be effective <insert start date> *Include the following if the job posting included an end date.* and is expected to continue through <insert end date>. Your assignment will be at <insert percent time/hrs. per week> with a full-time annual rate of <insert rate>.

Include the following paragraph if applicable.

This offer is contingent upon successful completion of all requirements for your <insert degree> by <insert deadline>.

In this position you will report directly to <insert name of PI or other supervisor> and your primary research area will be <insert applicable description which may include specific duties, responsibilities, and any instructional responsibilities that will be assigned>.

All staff, faculty and administrators are subject to the relevant provisions of the *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* of The University of Texas at Austin and to applicable state and federal law. Specifically, this position is subject to the policy and procedures related to professional research and administrative and professional positions. The salary figure above is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize.

Include the following paragraph on moving expenses where relevant.

The <insert unit name> will reimburse you for the actual expenses of moving your family and household goods on a documented basis up to a maximum of \$ <insert amount>. Expenses that meet the criteria set forth in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>) are non-taxable. We can also assist you in accessing the relocation services offered by Human Resource Services. Please let us know if you are interested in pursuing this option.

- *Include the following paragraph for NEW benefits-eligible employees (this includes those whose previous UT assignment was to a student academic title).*
- *Omit the benefits paragraph if the candidate is a continuing benefits-eligible employee.*
- *Omit the benefits paragraph if the assignment does not meet the definition of benefits eligibility (i.e. 20 hours per week for 135 days (4-1/2 months))*

You will be entitled to all employee benefits authorized by the state legislature. Human Resource Services will provide you with full information on available University services and resources at the New Employee Welcome/Orientation, which you should attend as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your assignment <insert expected start date> to enroll for insurance coverage.

Include the following paragraph when all pre-employment screening requirements apply (i.e., candidate is NEW to UT):

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form and provision of required documentation within three working days of the start date of your assignment. This documentation is required by the Federal Immigration Reform and Control Act to verify employment eligibility to work in the United States and will be handled upon your arrival.
- (2) A background check as required by institutional policy for newly appointed staff. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.

We are enthusiastic about your proposed employment and look forward to having you as a member of the research program. Please indicate your acceptance of this offer by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<insert name>

<insert title>

Enclosure: Background Check Request Form

cc: <insert names>

I accept this offer of employment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

<insert candidate's name>

Date: _____

I acknowledge that this is a <X> hour per week assignment and that the research expectations set by <Insert PI> and accepted by <candidate's name> are reasonable and can be obtained during this <X%> assignment from <period of assignment>. We also acknowledge that <candidate> may not work more than an average of <X> hours per week and that s/he will record true and accurate time worked and submit his/her time sheets to <PI> for review and approval.

<insert PI's name> Date

<insert candidate's name> Date

This offer letter should only be issued for the affiliate’s signature after the HRMS assignment document has received final approval. A draft format, without signature, may be used as notification copy to the International Office.

=>You may add additional language to customize this letter for your area needs, but please do not delete any of the existing language in this template.

<insert date>

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear <insert candidate’s name>:

I am pleased to authorize your assignment as a University Affiliate <<University Affiliate Research Title>>, without pay, in the department of <<Name of Department/Unit>>, for the period of <<BegApptDate>> through <<EndApptDate>>, and welcome your participation in our scholarly community, as you conduct <<Purpose of Visit>> under the supervision of <<faculty sponsor>>. Please bear in mind that as a <<University Affiliate Research Title>> you must annually renew your status with this office.

An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center, 2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334. Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: U.S. passport, U.S. or Canadian driver’s license, or a U.S. citizen ID card with Photo (INS form I-197).

Replace with this paragraph, if international visitor:
An identification card (ID) to entitle you to use the University’s facilities will be issued at the University ID Center, located at the Flawn Academic Center, 2400 Inner Campus Drive, Room FAC 102, telephone number (512) 471-4334. Valid forms of identification accepted by the ID Center, which you will need to present if requesting your ID card, include: foreign passport, or Alien Registration Card w/Photo (INS form I-151 or I-551).

To activate your library privileges, please take this letter as proof of your assignment to the Perry Castañeda Library, Circulation Services Department located in the PCL Building, Room 2.122, along with your UT identification card.

All individuals assigned under a University Affiliate research title are subject to and are required to observe all applicable federal, state and local laws, including but not limited to Export Control laws and regulations, and requirements of the University and The University of Texas System Board of Regents’ Rules and Regulations, within the meaning of Rule 90102, Intellectual Property Rights and Obligations. Furthermore, these research titles are not Academic Titles within the meaning of Board of Regents’ Rule 31001 - Faculty Assignments and Titles. Individuals

assigned under any of these research titles are not eligible for the award of tenure within the meaning of Board of Regents' Rule 31007 - Tenure.

I hope that your research goes well while you are here. If there is anything that my colleagues or I can do to assist you, please let me know.

Please indicate your acceptance of this assignment by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<Name>

College/School Dean or Unit Head

I agree with all conditions of this assignment and will abide by all state and University rules and regulations:

<Name of candidate>

Date

[Add company or institutional representative signature if applicable]

<Name of candidate's company/institutional representative> Date

<Name of candidate's company/institution>

cc: Nominator <Name>, <department>
Department Chair/Program Director <Name>, <department>
International Office (**only applies to international visitor assignments**)