

Procedures for Research Titles

RELATED POLICY

HOP 7-1020: Research Titles

Executive Vice President and Provost

Vice President for Research, Scholarship and Creative Endeavors

January 31, 2022(Revised)



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 90101 - 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 \$23,660 per year (\$455/week). An employee must also be on a monthly salary basis and perform exempt-defined job duties.

Non-Exempt – A non-exempt 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://policies.utexas.edu/policies/research-titles>

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

Visiting Researchers and Scholars/Research Affiliate: <https://research.utexas.edu/resources/visitingresearchers-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 \$455 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 \$455 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. A Workday reclassification business process should be submitted upon approval.

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-submitproposal/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 *Change Job* BP in Workday. 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 \$455 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. A Workday reclassification

business process should be submitted upon approval.

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:

The nominee packets will be submitted to the VPR Promotion Committee for review and will submit their recommendations to the Vice President for Research within two weeks.

The Vice President for Research will review the packets and the committee's recommendations to determine the final approval of nominee into the title (allow a minimum of an additional week).

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

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

The applicable Workday business processes must be submitted for approval.

OTHER INFORMATION

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

Departments and centers/institutes will be responsible for soliciting the submission of annual reports and retaining them, should they wish to continue to receive them. The reports list the academic and professional activities for the employee for each fiscal year, therefore should be considered an essential factor during merit reviews. We suggest that your unit solicit these reports annually on a schedule that maximizes their usefulness in the annual review and merit process.

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 this position, a resignation letter should be attached to the termination business process in Workday. 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 a 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. A Workday reclassification business process should be submitted upon approval.

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:

The nominee packets will be submitted to the VPR Promotion Committee for review and will submit their recommendations to the Vice President for Research within two weeks.

The Vice President for Research will review the packets and the committee's recommendations to determine the final approval of nominee into the title (allow a minimum of an additional week).

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

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

The applicable Workday business processes must be submitted for approval.

OTHER INFORMATION

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

Departments and centers/institutes will be responsible for soliciting the submission of annual reports and retaining them, should they wish to continue to receive them. The reports list the academic and

professional activities for the employee for each fiscal year, therefore should be considered an essential factor during merit reviews. We suggest that your unit solicit these reports annually on a schedule that maximizes their usefulness in the annual review and merit process.

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 this position, a resignation letter should be attached to the termination business process in Workday. 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 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. A Workday reclassification business process should be submitted upon approval.

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

The applicable Workday business processes must be submitted for approval

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 this position, a resignation letter should be attached to the termination business process in Workday. 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

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. A Workday reclassification business process should be submitted upon approval.

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.

The applicable Workday business processes must be submitted for approval

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 this position, a resignation letter should be attached to the termination business process in Workday. 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 – 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 Research Fellow title – Will have at least three years of research experience (post-PhD) and have established research careers at other institutions, to which they plan to return after brief collaboration at the university.

Research Fellow title – Will have at least three years of research experience (post-PhD), and plan to return to their home institutions after brief collaborations at the University.

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 entered when creating or extending the job in Workday, but it can be extended if the new end date still falls within the time limitation for this title. If the 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 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 Workday 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 this position, a resignation letter should be attached to the termination business process in Workday. 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

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. The official proof of Ph.D. must be issued by the Office of the Registrar.

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 nonstudent 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 Workday 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.

Initial business process assignment should state : Initial PDF assignment mm/dd/yy. PhD in (Subject) on mm/dd/yy from University, State, Country. Assignment from mm/dd/yy to mm/dd/yy. Five year maximum mm/dd/yy. Working on (X) research with Dr.(Y).

Subsequent business processes should state : Initial PDF mm/dd/yy. Five year max mm/dd/yy. This process extends to mm/dd/yy.

Timesheets are required to be submitted.

If an employee resigns from this position, a resignation letter should be attached to the Workday termination business process. 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.

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.

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

UNPAID POSITIONS – RESEARCH AFFILIATE

Non-employee research affiliates are individuals who are affiliated with an outside university, institution, business, or government and seek to be in temporarily in residence at the University of Texas at Austin to collaborate with University faculty, learn research techniques, or use specialized facilities. Non-employee research affiliates are not appointed as employees of the University and generally do not receive financial support or compensation from the University. They are usually financially supported by their home institution or organization. Their term of residence at UT Austin extends from 14 days up to 1 year with an option to request renewal for an additional year. Non-employee research affiliates may also be referred to as visiting scholars, visiting researchers, or visiting scientists.

Individuals meeting the following criteria are considered non-employee research affiliates requiring approval by the Office of the Vice President for Research prior to being appointed:

- Will be in residence for more than 14 days
- Will conduct work in a research lab or will conduct research-related activity using UT facilities and resources;
- Will be assigned an Affiliate EID or Member EID;
- Will be appointed to a temporary unpaid position per [HOP 7-1020](#) (Research Titles)

Nonemployee research affiliates must have a UT Austin Sponsor to serve as the host. Sponsors are typically UT Austin faculty or others who have regular PI status at the University. Nonemployee research affiliates must also have an Organization Host who supports the appointment and signs the nonemployee research affiliate agreement on behalf of the University. The Organization Host role is typically held by a College Dean, Research Dean, Department Chair, or Institute Director.

Non-Employee Research Affiliate Position Classifications

Visitors to the university who need access to VCU facilities and networks must be appointed in one of the following job categories as research affiliates (defined by [HOP 7-1020](#)):

- [Research Affiliate – Visiting Researcher/Scholar \(A06\)](#)
- [Research Affiliate Senior Research Fellow \(A012\)](#)
- [Research Affiliate Research Fellow \(A011\)](#)
- [Research Affiliate Postdoctoral \(A010\)](#)

These positions are differentiated from research positions appointed as employees of the University. See [Paid Employee](#) titles for further information.

Visitors to the University who will not be involved in research activity yet need access to network services have the following options:

- Use the Guest Wireless Network, which provides wireless service but not access to University networks
- Be assigned to one of the other [University Affiliate](#) types to which varying levels of [network privileges](#) may be assigned.

Nonemployee Research Affiliate Requirements

Nonemployee Research Affiliates seeking a temporary, collaborative assignment at UT Austin must:

- Have the minimum requisite educational background as defined in each section.
- Be invited by a department, program, or other University unit.
- Be sponsored by a faculty member or other member of the University community who holds regular PI status.
- Be appointed for a term of 15 days (for Visiting Scholar) to 1 year, with an opportunity for annual renewal with reapproval.
- Provide verification of health insurance.
- Be financially self-supported or supported by an entity other than the University.
- Possess sufficient English language proficiency to pursue their program of research or scholarship.
- If a foreign national, complete a [J-1 Online Request Form with Texas Global](#).
- Submit to a visual compliance check and background check.
- Complete University compliance training within 1 month of appointment start date.

Nonemployee Research Affiliate Appointment Process

1. **Sponsor and Organization Host** – The Sponsor (faculty or other University individual who holds regular PI status) and Organization Host (Department Chair, Dean, Institute Director, VP) must agree to serve as the hosts of the Nonemployee Research Affiliate. The Sponsor will notify the Administrative Host of the proposed invitation of a Nonemployee Research Affiliate prior to the commencement of the visit. The Organization Host must approve the proposed Nonemployee Research Affiliate and issue a joint invitation with the Sponsor.
2. [Issue a Letter of Invitation](#) – The sponsor should issue a letter of invitation to the Nonemployee Research Affiliate. This letter should include notice that a Visual Compliance and Background Check will be completed prior to finalizing appointment.
3. [Nonemployee Research Affiliate Request Form \(Link to REDCap\)](#) – The Sponsor or Organization Host (or their designee) must complete and submit a [Nonemployee Research Affiliate Request Form](#) (Link to REDCap) along with the visitor’s curriculum vitae to the Office of Research Support & Compliance (ORSC). A Nonemployee Research Affiliate appointment **may not** be finalized in Workday until the Nonemployee Research Affiliate Request is approved. Applications should be submitted at least 1 month prior to the anticipated start date to ensure adequate time for approval. Example of REDCap Nonemployee Research Affiliate [Request Form here](#).
4. **International Nonemployee Research Affiliates** – International visitors are a welcome addition to the UT Austin community, but please note that those international visitors require the following:
 - **Texas Global** – If the Nonemployee Research Affiliate is a foreign national, complete the [J-1 Online Request Form](#). This process must be initiated **prior** to submitting the Nonemployee Research Affiliate Request but does not have to be complete.
 - **Export Review** – Regardless of the duration or purpose of the visit, all international Nonemployee Research Affiliates are subject to an export review prior to arrival. The Office of

- Research Support & Compliance will facilitate the Export Review upon receipt of the Nonemployee Research Affiliate Request.
5. [Background and Visual Compliance Checks](#) – Nonemployee Research Affiliates must have a background and visual compliance check before an offer can be finalized. Before creating an assignment in Workday, the hiring department must initiate a request in the online [Background Check Administration](#) (BCA) system followed by a [Visual Compliance check](#). Verification of the Visual Compliance check must be uploaded to the Nonemployee Research Affiliate Request.
 6. [Nonemployee Research Affiliate Agreement](#) – Regardless of the duration of the visit, the Organization Host for any proposed Nonemployee Research Affiliate must ensure that a Nonemployee Research Affiliate agreement is signed. An agreement should only be presented to the Nonemployee Research Affiliate after the Nonemployee Research Affiliate Request has been approved. The signed agreement must be uploaded into Workday when the Nonemployee Research Affiliate’s Workday assignment is created.
 7. **Workday Assignment** – All Nonemployee Research Affiliates who will be present at the University must have an assignment in Workday. See the FAQs for information on how to extend an assignment in Workday to a Research Affiliate.

Sponsor Responsibilities

Sponsors of Nonemployee Research Affiliates must ensure the following tasks are completed.

1. **Financial Interest Disclosure in UTRMS-COI**– Regardless of the duration of the visit, all Nonemployee Research Affiliates who will be responsible for University research during the visit must submit a Financial Interest Disclosure for review by the Conflict of Interest Program. If the Nonemployee Research Affiliate will not be responsible for University research, submitting a financial disclosure is not required.
2. **Training** – All Nonemployee Research Affiliates must complete mandatory compliance training including:
 - The Compliance & Ethics Program at UT Austin
 - Title IX Basics
 - Cybersecurity Awareness
 - Equal Employment Opportunity
 - Staying Healthy in a Changing Environment
 - HIPAA, if working in a covered component of the University [Dell Medical School, UT Health, University Health Services or Employee Health]

If the Nonemployee Research Affiliate will be conducting research, additional research compliance and safety training may be required including laboratory safety, human subjects, animal research, and conflicts of interest.
3. **Release Agreement for Adults** – Visitors who will work in a research laboratory must complete the [Release Agreement for Adults. Guidelines for non-student, non-employee visitors in research laboratories](#).
4. **Oversight** -The Sponsor is responsible for providing oversight to the Nonemployee Research Affiliate during their time at the University and for ensuring compliance with all University requirements and policies.

5. **Termination** – The Sponsor must notify the appropriate departmental administrator within 7 days if the Nonemployee Research Affiliate leaves the University prior to the established appointment termination date.

Offboarding Process

At the end of the Nonemployee Research Affiliate appointment or earlier conclusion of the visit, the department is responsible for the following offboarding tasks:

1. Ensure that the Nonemployee Research Affiliate returns all issued office or laboratory keys, the University ID card (if one is issued), and any other university-issued property. Any further access to UT research facilities should only occur if accompanied by a UT faculty or employee and with knowledge of the Faculty Sponsor.
2. Ensure return of any UT issued equipment.
3. Remove access from file and network servers.
4. Unshare all UT Box files and folders.
5. Terminate the appointment in Workday.

UNPAID POSITIONS – RESEARCH AFFILIATE

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

Both titles 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. They are self-funded or independently funded by a third-party source such as a grant or other institution. They are typically recruited by a member of the University's faculty or research body to further University research endeavors.

EDUCATION

Ph.D. received more than 3 years ago.

EXPERIENCE

Senior Research Fellow title – Will have at least three years of research experience (post-PhD) and have established research careers at other institutions, to which they plan to return after brief collaboration at the university.

Research Fellow title – Will have at least three years of research experience (post-PhD), and plan to return to their home institutions after brief collaborations at the University.

LENGTH OF ASSIGNMENT

Assignment is one year with an opportunity for annual renewal with reapproval.

There is no limit on the renewals but research progress should be visited annually.

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.

Research Affiliate agreement must be attached to the Workday business process.

A background check and visual compliance must be conducted on every individual assigned to a Research Affiliate position. For renewals, a visual compliance check is required and a background check is required if there is a break in assignments. The Visual Compliance report should be attached to the Workday business process.

An annual performance evaluation is recommended but optional.

If an employee resigns from this position, a resignation letter should be attached to the Workday termination business process. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

Refer to Affiliate requirements, appointment processes, Sponsor responsibilities, and offboarding process above for requirements and steps.

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.

The Sponsor must notify the appropriate departmental administrator within 7 days if the Nonemployee Research Affiliate leaves the University prior to the established appointment termination date.

Unpaid Positions – Research Affiliate

Research Affiliate- Visiting Researcher/Scholar (A006)

The Visiting Researcher/Scholar title is used for visitors from corporations or academic institutions who are self-funded or independently funded by a third-party source such as a grant or other institution. Visiting scholars typically pursue individually defined research or scholarly activities on the University campus.

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

EDUCATION

A bachelor's degree is required for use of this title.

A PhD or equivalent terminal graduate degree (or Master's degree plus equivalent experience) is strongly recommended.

LENGTH OF ASSIGNMENT

Assignment can be 15 days to one year with an opportunity for annual renewal with reapproval. There is no limit on the renewals.

OTHER INFORMATION

Visiting scholars may not be named on a research proposal as a UT employee

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

Research Affiliate agreement must be attached to the Workday business process.

A background check and visual compliance must be conducted on every individual assigned to a Research Affiliate position. For renewals, a visual compliance check is required and a background check is required if there is a break in assignments. The Visual Compliance report must be attached to the business process in Workday.

Refer to Affiliate requirements, appointment processes, Sponsor responsibilities, and offboarding process above for requirements and steps.

GRIEVANCES AND COMPLAINTS

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

END OF ASSIGNMENT

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

The Sponsor must notify the appropriate departmental administrator within 7 days if the Nonemployee Research Affiliate leaves the University prior to the established appointment termination date.

UNPAID POSITIONS – RESEARCH AFFILIATE*Research Affiliate-Postdoctoral (A010)*

Assignment to this title requires full-time external support.

Recent Ph.D. graduates (within 3 years) who are self-funded or independently funded by a third-party source such as a grant or other institution. Postdoctoral Fellows are typically recruited by a member of the University's faculty or research body to further the University's research endeavors. Postdoctoral Fellows are not eligible to serve as PI or co-PI.

EDUCATION

Ph.D. received within the past 3 years. The official proof of Ph.D. must be issued by the Office of the Registrar.

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.

Research Affiliate agreement must be attached to the Workday business process.

A background check and visual compliance must be conducted on every individual assigned to a Research Affiliate position. For renewals, a visual compliance check is required and a background check is required if there is a break in assignments. The Visual Compliance report must be attached to the business process in Workday.

Initial business process assignment should state : Initial PDF assignment mm/dd/yy. PhD in (Subject) on mm/dd/yy from University, State, Country. Assignment from mm/dd/yy to mm/dd/yy. Five year maximum mm/dd/yy. Working on (X) research with Dr.(Y).

Subsequent business processes should state : Initial PDF mm/dd/yy. Five year max mm/dd/yy. This process extends to mm/dd/yy.

An annual performance evaluation is recommended but optional.

If an employee resigns from this position, a resignation letter should be attached to the Workday termination business process. The resignation letter can be a letter or email. The department should respond with a letter or email accepting the resignation.

Refer to Affiliate requirements, appointment processes, Sponsor responsibilities, and offboarding process above for requirements and steps.

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.

The Sponsor must notify the appropriate departmental administrator within 7 days if the Nonemployee Research Affiliate leaves the University prior to the established appointment termination date.

This form (REDCap) is for informational purposes only. The form should only be filled out by accessing the form at [Nonemployee Research Affiliate Request Form](#). It will be submitted to ORSC Science & Security Program for approval. ORSC Science & Security Program will collaborate with Texas Global, Export Control, ISO & OSP if needed based on responses

First Name	
Last Name	
Home Address	
Home Country	
Citizenship	
If non-US Citizen, Upload Texas Global Approval	
Home Organization Name	
Home Organization Address	
Home Organization Country	
UT Sponsor Name	
UT Sponsor eID	
UT Sponsor UT Email Address	
UT Department	
UT Organization Host Name	
UT Organization Host eID	
UT Organization Host UT Email Address	
CSU	
Research Affiliate Appointment Requested	<ul style="list-style-type: none"> • Research Affiliate – Visiting Researcher/Scholar (A06) • Research Affiliate Senior Research Fellow (A012) • Research Affiliate Research Fellow (A011) • Research Affiliate Postdoctoral (A010)
Visit Start Date	
Expected End Date	
Campus location (building, room #) where Research Affiliate will work	
Description of activities while at UT	
Describe any expected outcome(s) of the visit (e.g., technique learned, publication, final report, etc.)	
Conducting Research at UT	Y/N; branch to additional research Q to describe research
Participating in any Sponsored Research	Y/N; branch to require OSP #
Sponsor has a Technology Control Plan	Y/N; if yes branch to next Q
Will or could information or items subject to U.S. Export Control laws be shared with Visitor?	Y/N; if yes, describe
Will Nonemployee Research Affiliate bring any intellectual property or any proprietary or confidential information for use in the research/scholarship?	Y/N; if yes describe
Does the research/scholarship include or involve the use of any existing UT Austin information/data and who at UT Austin uses/controls it.	Y/N; if yes, describe the IP, proprietary or confidential information/data and who at UT Austin uses/controls it.

intellectual property or proprietary or confidential information/data of UT Austin?	
Will any special equipment or items (e.g., chemicals, lasers, laboratory animals, biological agents, human subjects) be needed for the research/scholarship?	Y/N; if yes describe
Select which privileges the Nonemployee Research Affiliate will need.	<ul style="list-style-type: none"> • Fully Privileged • Official Visitor • University ID Card • Network Access
Provide a justification for privileges selected.	
Upload Nonemployee Research Affiliate CV	

NONEMPLOYEE RESEARCH AFFILIATE AGREEMENT

(Sample Only – Please follow link to fillable PDF)

This Agreement is entered into by _____ (“Visitor”) who is an employee of _____ and the University of Texas at Austin (“University”), a state agency and component of The University of Texas System. The University shall appoint Visitor as a Nonemployee Research Affiliate in the Department of _____ under the direction of Professor _____ (“Sponsor”).

Article 1 – The Visit

Visitor’s unpaid appointment with University will begin on or about _____ and conclude on or about _____, provided the Visitor’s performance meets the expectations of and standards set by the Sponsor and that Visitor complies with University policies and procedures. If Visitor’s appointment expires or is terminated before the planned end date, the Visitor’s association with University will immediately end unless expressly extended. Upon completion of the visit, Visitor shall immediately return all University property, including but not limited to any identification card, keys, laboratory clothing, books, electronic equipment, research data, and documents.

The objectives of the visit are _____ (attach additional page as necessary). Said activities are hereafter referred to as “Authorized Activities.” All research and scholarly activity conducted by Visitor at UT will be done so under the supervision of Sponsor. These activities will be conducted at the _____, located at _____.

Article 2– Terms of Appointment

Visitor’s title during the period of this agreement is _____. This title is a courtesy designation that does not signify a formal association with or employment by University. Visitor shall not represent that Visitor has an academic appointment at University. Visitor may not claim a University affiliation for the purpose of applying for grants and contracts. Visitor’s title does not confer upon Visitor status as an employee of University or any benefits other than those set forth in this agreement.

Article 3 – Financial Support

Visitor is responsible for all costs associated with this visit, including but not limited to living expenses, wages, health insurance, medical expenses, travel expenses, and activities which the Visitor orders or incurs, except those specifically authorized by University. Any taxes due the State of Texas or the United States shall be the direct responsibility of the Visitor.

Article 4 – Behavior and Expectations

1. Visitor agrees to abide by (a) the laws of the United States, as well as state and local laws; (b) policies and regulations of the University and The University of Texas System Board of Regents’; (c) University safety standards, to include laboratory safety; and (d) the same standards of conduct applicable to University students and/or employees.
2. Visitor will arrange, obtain, and maintain the necessary nonimmigrant visa to be a Visitor at University.
3. Visitor must procure and maintain health and/or accident insurance coverage that covers any personal injury that may be sustained while at University, regardless of cause, and shall provide proof of such insurance upon request. Visitor shall not attempt to claim coverage under any University policy or University-self-insurance program.
4. Visitor must be able to demonstrate sufficient mastery of the English language to be able to communicate effectively with University personnel responsible for overseeing Visitor activities and be able to safely participate in the designated activities.
5. Visitor agrees to a background check, which is a requirement of all appointments at University.
6. Visitor agrees to complete mandatory compliance training as deemed by the University as necessary and appropriate.

Article 5 – Access to Information and Materials

While at University, Visitor may have access to digital publications, data, information, software, and the like that have been licensed to University. Visitor may use these materials only while at University and solely to the extent necessary in connection with Visitor's Authorized Activities and association with University. Visitor may not retain copies of any such materials after the expiration of Visitor's association with University.

Article 6 – Confidentiality

Visitor undertakes to preserve the confidentiality of any document, information, knowledge, pre-existing know-how, or other material communicated to them in relation with any Activity conducted in the context of this Agreement. Disclosure of information to third parties shall not be allowed unless explicit prior consent by appropriate University official is given in writing. The confidentiality obligations of this Agreement shall not apply to information that: (a) is in the public domain at the time of its disclosure; (b) is known to the receiving party prior to the time of disclosure; (c) becomes public information or generally available to the public except by an unauthorized act or omission of the receiving party; (d) is lawfully obtained by the receiving party from a third party having no preexisting relationship, obligation or commitment to the disclosing party and having the legal right to disclose the information; (e) is independently developed by the receiving party without access to information of the disclosing party which is subject to this Agreement; or (f) is required by any federal or state law, regulation or statute and/or court or administrative order to be disclosed.

Article 7 – Publication

Visitor acknowledges that the basic objective of research and scholarly activities at University is the generation of new knowledge and its expeditious dissemination. University and Visitor agree to use good faith efforts to collaborate on joint publications stemming from Visitor Authorized Activities under this Agreement, however in the event such publication is not forthcoming within a reasonable timeframe after the termination of this Agreement (not to exceed sixty [60] days), either Party retains the right, at its discretion, to demonstrate, publish or publicize the results of research or any Inventions that result from the Visitor Activities under this Agreement provided:

1. the non-publishing Party is provided with copies of any proposed publication or presentation at least forty-five (45) days in advance of the submission of such proposed publication or presentation to a journal, editor, or other third party; and
2. in accordance with scientific custom, the publishing Party notes the contributions of the non-publishing Party through acknowledgement or co-authorship, as appropriate; and
3. the non-publishing Party has not, within thirty (30) days after receipt of said copies, objected in writing to such proposed presentation publication in accordance with Article 6.2 of this Agreement

University shall have the right to object to a proposed publication or presentation on the grounds University Confidential Information is contained within said publication or presentation. Visitor agrees it must remove any University Confidential Information prior to proceeding with publication or presentation. Any Party may object to a proposed publication or presentation on the grounds it contains patentable information in which case the publishing Party agrees to delay for an additional thirty (30) days to allow a provisional patent application to be filed; for greater certainty, a provisional patent application shall be considered to be a patent application in the United States of America for the purposes of this Agreement.

Article 8 – Intellectual Property

1. Pursuant to the Rule and Regulation 90101 of The University of Texas System Board of Regents (the "Board"), the Board retains ownership rights to all intellectual property (including, but is not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological

development, research data, and computer software, whether subject to protection under patent, trademark, copyright, or other laws) created by Visitor during the appointment at University. Therefore, Visitor does hereby assign all rights in such intellectual property to the Board and hereby acknowledges that Visitor has no independent right or authority to convey, to assign, to encumber, or to license such intellectual property to any entity other than the Board.

2. Pursuant to these policies and in consideration of Visitor's participation in projects administered by the University, access to or use of facilities provided by University and/or other valuable consideration, Visitor hereby agree as follows:
 - a. Visitor will disclose to University all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of, and related to, Visitor's University responsibilities, Visitor's participation in research, or other projects at University with more than casual use of University resources. Visitor further hereby assigns jointly to University and Visitor's non-University employer all rights, title and interest in such patentable inventions and agrees to execute and deliver all documents and do any and all things necessary and proper to effect such assignment. Such assignment is not inconsistent with the terms of Visitor's continuing employment outside of University or with any other agreement Visitor has entered into.
 - b. Visitor will not use any information defined as confidential or proprietary by Visitor's non-University employer in the course of Visitor's University activities, and Visitor will not do any consulting or any work for Visitor's non-University employer while at any facility owned or leased by University.
 - c. Visitor is free to place his or her inventions in the public domain as long as in doing so neither Visitor nor University violates the terms of any agreements that governed the work done, or agreements with Visitor's non-University employer.
 - d. Visitor recognizes University's policy that all rights in copyright shall remain with the creator unless the work:
 - i. Is a University work-for-hire,
 - ii. Is supported by a direct allocation of funds through University for the pursuit of a specific project,
 - iii. Is commissioned by University,
 - iv. Makes significant use of University resources or personnel, or
 - v. Is otherwise subject to University-related contractual obligations.
3. Visitor will assign and confirm in writing to University all rights, title and interest, including associated copyright, in and to copyrighted materials falling under i) through v) above.
4. Visitor will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.
5. While conducting Authorized Activities, Visitor may also be exposed to or learn about other intellectual property owned by the Board, which intellectual property may consist of unpublished results, tangible research results, know-how, non-patentable information, patentable or other written or orally transmitted information. Visitor agrees to not disclose or release any such intellectual property to a third party without prior written approval from University's Office of the Vice President for Research.
6. Subject to the ownership rights of the Board of Regents, Visitor may be allowed to create report(s) containing only technical information that Visitor has personally obtained as a result of Authorized Activities. However, any such report cannot be released if it undermines the Board's interest in any intellectual property it owns. Therefore, Sponsor must review and approve all such reports, which must be accompanied by an English translation if necessary, before Visitor releases such reports to a third party. Except as provided in this paragraph, Visitor is not otherwise authorized to transmit or disclose any technical information associated with work at University or access to University facilities.

Article 9 – Export Control

1. Visitor agrees (a) to comply with all U.S. export control laws and regulations and (b) to not take any action that would cause University to be in violation of any such laws or regulations.
2. If applicable, to prevent the Visitor from receiving any “use” technology controlled by the EAR, Visitor will comply with the following restrictions and conditions while on University property and during the term of this Agreement:
 - Will not work on any research or proposals during the visit except for the authorized activity described in Article 1.
 - Will not (a) enter any university laboratories except as identified in Article 1 or (b) discuss any other research projects with University students, faculty or staff who work outside of the space identified in Article 1 without advanced written approval by Sponsor.
 - Will not remove any equipment, technology, data or other property from University.
 - Will not use equipment from other university laboratories or use new equipment or software delivered to the Lab after visit commence date without express permission of Sponsor.
 - Will not access or attempt to access any technology controlled by any other export control regulations, including the U.S. Department of State under the International Traffic in Arms Regulations (“ITAR”).
 - Will not access or attempt to access the object or source code for any software, including software found on computers.
3. Visitor is responsible for ensuring that any personal purchases or exports of U.S. technology unrelated to Visit are compliant with applicable U.S. Export Control regulations, and Visitor acknowledges that University is not responsible for any violation related to such activities.

Article 10 – Non-Use of Names

Visitor and University agree that it will not use the name, trademark, or other identifier of the other Party for any advertising, promotion, or other purpose without the express prior written consent of the other Party.

Article 11 – Public Records

Visitor shall allow public access to all documents, paper, letters, or other material subject to the provisions of the Texas Public Information Act and the Texas Open Meetings Act, and made or received by Visitor in conjunction with this Agreement. Provision of said information will be at the discretion of the University Office of Legal Affairs.

Article 12 – Assumption of Risk and Waiver of Liability

Visitor assumes all the risk of participating in the activities described herein and releases from liability, waives, discharges and covenants not to sue The University of Texas at Austin, The University of Texas System, The University of Texas Board of Regents; and their officers, servants, agents, or employees, including students participating in Activities, for any liability, claim, and/or cause of action arising out of or related to any loss, damage, or injury, including death, involving Visitor or Visitor’s property. Visitor further agrees that this agreement shall bind the members of Visitor’s family and spouse, heirs, assigns, and personal representatives.

Article 13 – Governing Law

This agreement shall be construed in accordance with the laws of the State of Texas.

Article 14

This agreement (and its appendices, if any) constitutes the entire understanding between the Parties with respect to the subject matter hereof and may not be amended except by an agreement signed by Visitor and an authorized representative of University.

Approval Signatures

Nonemployee Research Affiliate

Organization Name: _____

Signature. Date

Printed Name: _____

**Nonemployee Research Affiliate
Organizational Representative**

Organization Name: _____

Signature Date

Printed Name: _____

University of Texas Organization Host

Signature Date

Printed Name: _____

University of Texas at Austin Sponsor

Signature. Date

Printed Name: _____

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 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:

Date: _____

<insert candidate's name>

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 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 (<https://www.irs.gov/publications/p521>) 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:

Date: _____

<insert candidate's name>

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
 XXXXXXXXXXX
 XXXXXXXXXXX

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 fulltime 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 (<https://www.irs.gov/publications/p521>) 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 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 (<https://www.irs.gov/publications/p521>) 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

SAMPLE OFFER LETTER

*Non-Employees – University Affiliate Research titles:
Visiting Researcher/Scholar (A006), Sr. Research Fellow (A012),
Research Fellow (A011), Postdoctoral Fellow (A010)*

This offer letter should only be issued for the affiliate’s signature after the Nonemployee Research Affiliate Request has been approved AND Visual Compliance has been completed and cleared.

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.

<Date>

XXXXXXXX

XXXXXXXX

Dear <Nonemployee Research Affiliate’s name>:

I am pleased to offer you an assignment as a Nonemployee University Affiliate, 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 research in <<Purpose of Visit>> under the supervision of <<faculty sponsor>>. Please bear in mind that as a Nonemployee Research Affiliate who plans to conduct research at the University for more than one year, 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 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 90101 – 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.

If you choose to accept this assignment, please review and sign the accompanying Nonemployee Research Affiliate Agreement and return the agreement to <<Faculty Sponsor Name; Email Address>>. When the completed agreement is returned and finalized by an authorized representative at UT Austin your Affiliate Appointment will be initiated in the University's human resource system.

Sincerely,

<Name>

College/School Dean or Unit Head

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

FREQUENTLY ASKED QUESTIONS

What is a Nonemployee Research Affiliate?

A Nonemployee Research Affiliate is an individual who is affiliated with an outside university, institution or business. Nonemployee Research Affiliates are granted access to University facilities to engage in research or scholarly activities under the supervision of an appropriate University representative, typically a faculty member. Nonemployee Research Affiliates do not generally receive financial support from the University.

Are Nonemployee Research Affiliates employees of the University?

No. Nonemployee Research Affiliates are visitors to the University and are not employees of the University.

Which University Affiliate positions fall within the Nonemployee Research Affiliate classification?

- Research Affiliate – Visiting Researcher/Scholar (A06)
- Research Affiliate – Senior Research Fellow (A012)
- Research Affiliate – Research Fellow (A011)
- Research Affiliate – Postdoctoral (A010)

Why does a University Affiliate position need to be created in Workday for a Nonemployee Research Affiliate?

At this time, all Research Affiliate designated positions including Research-Affiliate Visiting Researcher/Scholar (A006), Research Affiliate Senior Research Fellow (A012), Research Affiliate Research Fellow (A011), and Research Affiliate Postdoctoral (A010) must be managed in Workday. Many departments across campus are also required to manage Casual Employee positions in Workday. Whenever a Research Affiliate requires services or accesses to University facilities and networks, the Research Affiliate MUST be managed in Workday.

What are the requirements for assigning a Research Affiliate?

1. Cleared background check on file. For procedures, visit the Human Resource Services website at http://www.utexas.edu/hr/manager/hiring/background_check.html. A vendor background check is required. See the reference chart at: <https://hr.utexas.edu/manager/hiring/request-background-check#ref> to determine which type of check will be conducted for your position.
2. An approved Nonemployee Research Affiliate Request, which can be submitted here:
3. Visual Compliance check (<https://www.visualcompliance.com/>). Check with your dean's or VP's office or HR representative for current internal procedures, or email vp-research-sr@austin.utexas.edu
4. If the Nonemployee Research Affiliate will be involved in research, a Financial Interest Disclosure must be completed.
5. Copy of signed offer letter should be kept on file in the personnel records of the sponsoring department. A template of the offer letter can be found at: <https://research.utexas.edu/resources/visiting-researchers-and-scholars/>. Procedures for Research Titles are located at <https://research.utexas.edu/resources/policies/>.
6. Copy of signed Nonemployee Research Affiliate Agreement must be uploaded into the Research Affiliate profile in Workday and a copy should also be maintained on file in the personnel records of the sponsoring department.
7. The Nonemployee Research Affiliate must complete mandatory compliance training within 30 days of being appointed. These trainings include:
 - The Compliance & Ethics Program at UT Austin
 - Title IX Basics

- Cybersecurity Awareness
- Equal Employment Opportunity
- Staying Health in a Changing Environment
- HIPAA, if working in a covered component of the University [Dell Medical School, UT Health, University Health Services or Employee Health]

Who may serve as a Sponsor to a Nonemployee Research Affiliate?

A Sponsor a University faculty member or other University employee who holds regular PI status. In most cases, the Sponsor will be a University professor who, along with the Organization Host, invites a Nonemployee Research Affiliate to UT Austin.

Who may serve as an Organization Host?

An Organization Host is the designated University representative within a College, School, or Unit where the Nonemployee Research Affiliate will be present. The Organization Host is an administrator who can extend an invitation to a Nonemployee Research Affiliate and is an authorized signatory of UT Austin. Examples of appropriate Organization Hosts include a Dean, Associate Dean for Research, Vice President, or Institute Director.

Can I make changes to the Letter of Invitation?

It is permissible to tailor the Letter of Invitation to each Nonemployee Research Affiliate and to add language that best reflects the unique characteristics of your CSU and the proposed visit. However, all Letters of Invitation must contain the substantive information already included in the Letter of Invitation template.

Can I make changes to the Nonemployee Research Affiliate Agreement?

The Nonemployee Research Affiliate Agreement is the University's standard, pre-approved agreement that all Nonemployee Research Affiliate visiting the University must sign prior to having a Research-Affiliate appointment finalized in Workday. Changes to the agreement are not permitted without express prior approval by the Office of Legal Affairs.

Who is authorized to sign the Nonemployee Research Affiliate Agreement?

Only those designated as Organization Hosts by each CSU who have signatory authority on behalf of the CSU may sign in this capacity. Other required signatures include that of the Nonemployee Research Affiliate and the University Sponsor.

How long may a Nonemployee Research Affiliate be in residence at the University?

Nonemployee Research Affiliate appointments are for a maximum of 2 years with the option to renew for additional 1 year. Exceptions to the 2 year maximum must be approved by the Academic Dean or Vice President for Research.

I am hosting a short-term visitor/guest on campus. What user access should the short-term visitor be granted?

Short-term visitors and guests who are on campus temporarily and do not need access to the full range of UT Austin networking capabilities should be assigned Guest User Access, which gives access to the Guest wireless network while on campus.

What are the privileges and limitations on the Nonemployee Research Affiliate Designation?

Nonemployee Research Affiliates may be assigned privileges at the University, which grant access to University facilities and networks. [Privileges are described here.](#)

- If deemed appropriate by the Organization Host and Sponsor, Nonemployee Research Affiliates may be issued a University email address to send and receive University correspondence. The e-mail address will be disabled upon the completion of their appointment.
- If deemed appropriate by the Organization Host and Sponsor, the Nonemployee Research Affiliate may be allocated office space. The Sponsor is responsible for issuing the appropriate office key(s). Upon the completion of the Nonemployee Research Affiliate's term at the University, the Sponsor must collect all issued keys.

What is Visual Compliance?

Visual Compliance is a background check system that taps into export controls regulations and national/international areas of concern. The Visual Compliance check is a quick task requiring the name of the scholar as well as their business/research affiliation. If the results are clear, upload the VC report and ID as one file on the Workday contingent worker assignment. In the event there is a warning on the VC report, contact The Office of the Vice President for Research Office at vp-research-sr@austin.utexas.edu.

How do I get access to Visual Compliance?

The HR representative for your department must send a request for employees to receive VC access to The Office of the Vice President for Research at vp-research-sr@austin.utexas.edu and include the reason access is needed.

What if I have a visitor who is not eligible for any of the Research Affiliate titles?

There are non-research University Affiliate titles available to use as applicable, including [Contingent Worker](#) and [Academic Affiliate](#). A background check and Visual Compliance check are both required if the visitor needs access beyond publicly accessible areas, such as entry to offices/labs, or access to restricted/proprietary information.

For more information, please refer to the following:

[Handbook of Operating Procedures on Research Titles: 7-1020](#)

Help: <http://www.utexas.edu/business/erp/hrms/help/UniversityAffiliateTypes.php>

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