OFFICIAL

Policy and Procedure Statement 7.21  Postdoctoral Research Associate
Review Cycle: April 1, E3Y  Appointments
Review Date: April 1, 2017  (8 paragraphs)
Reviewer: Provost

PURPOSE

1. A Postdoctoral Research Associate (post-doc) is a professional faculty appointment designed to provide recent Ph.D. recipients with an opportunity to further develop the research skills acquired in their doctoral program or to learn new research and/or instruction techniques in preparation for an academic or research career. Texas State embraces the principle of the National Academies’ Committee on Science, Engineering, and Public Policy (COSEPUP) that “the postdoctoral experience is first and foremost an apprenticeship whose purpose is to gain scientific, technical, and professional skills that advance the professional career of the post-doc.”

2. In the process of further developing their own research skills, it is expected that post-docs will also play a significant role in the performance of research at the University and augment the role of graduate faculty in providing research instruction to graduate students. A post-doc works under the supervision of a regular faculty member, who serves as a mentor to the post-doc, and it is expected that the faculty mentor will impart the realities, and variety, of scientific careers, and will encourage experiences outside the laboratory to broaden the post-doc’s aspirations. Within the confines of the particular research focus assigned by that faculty member, the post-doc functions with a considerable degree of independence and has the freedom (and is expected) to publish the results of the research or scholarship. Thus, the role of the post-doc is clearly differentiated from full-time technical employees and other grant-funded staff positions.

APPOINTMENT

3. Post-docs fall under a special category of temporary employment. The appropriate department/school chair/director and College Dean have the responsibility for monitoring and applying policies that relate to postdoctoral appointments. Post-doc opportunities should be communicated nationally within the discipline. Post-docs are appointed for one year and may be renewed for additional one-year increments. However, post-docs will normally be limited to not more than five years’ total duration.
4. Post-doc appointments are characterized by all of the following conditions:

   a. the appointee was recently (normally within the last eight years) awarded a Ph.D. or equivalent doctorate (e.g., D.Sc., M.D.);
   
   b. the appointment involves substantial full-time research or scholarship but teaching assignments may be made by the department chair in agreement with the supervising faculty;
   
   c. the appointee works under the supervision of a faculty member;
   
   d. the appointee has the freedom and is expected to publish the results of the research or scholarship accomplished;
   
   e. the appointment is viewed as preparatory for a full-time academic and/or research career; and
   
   f. the appointment is temporary, renewable for up to five (5) years.

**PROCEDURES FOR HIRING A POST-DOC**

5. To initiate open recruiting, a Position Authorization Request and Description must be submitted. This form must clearly describe the position and include the funding source. Also included in the request is a description of the ad to be posted. The faculty sponsor may utilize a search committee when conducting a national search, but it is not required. If a search committee is utilized, the names of the individuals to serve on the committee are to be included on the Position Authorization Request and Description.

The Position Authorization Request and Description must be reviewed by the Chair/School Director and the Chief Diversity Officer and Director of Equity and Access. Once approved by the Chief Diversity Officer and Director of Equity and Access, the form is forwarded to the Faculty Records Office. The Faculty Records Office staff will issue a posting number for the position and notify the faculty sponsor that the position has been approved.

6. The faculty sponsor is responsible for reviewing applications and interviewing applicants. Federal Export Control regulations will be followed when hiring foreign nationals as post-docs. As necessary, candidates should meet with the International Office to discuss employment related immigration.
The following documentation should be submitted to the Faculty Records Office via the department/school chair/director and the Office of Equity and Access to process the appointment and contract for the chosen candidate:

Contract Offer Recommendation Form

Faculty Employment Application

Current Vitae or resume

Official transcript of highest degree (If expected to teach, official transcripts from all degree-granting institutes are required)

Faculty/Graduate Student Employee Data Form

Completed Applicant Log

PCR

W-4 Form

I-9 Form (Completed on first day of employment or before)

Criminal Background Check Form

BENEFITS

7. As temporary employees, post-docs will not accrue vacation. Texas State will provide health care coverage and retirement benefits as appropriate and consistent with the requirements of law and University policy. The faculty sponsor should instruct the candidate to go to the Human Resources Office to complete insurance and other benefit related documents.

CERTIFICATION STATEMENT
8. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ___________________ Review Date: ______________

Reviewer: ______________________ Date: ______________________

Approved: ______________________ Date: ______________________

Gene Bourgeois
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