**Postdoctoral Scholar Appointments AA/PPS No. 04.01.24**

 **Issue No. 3**

 **Effective Date: 03/26/2024**

 **Next Review Date: 04/01/2029 (E5Y)**

 **Sr. Reviewer: Senior Vice Provost**

**POLICY STATEMENT**

*Texas State University is committed to providing a supportive and productive environment for postdoctoral scholars to extend and enhance their educations, professional experiences, and career opportunities.*

1. **DEFINITION AND PURPOSE**

01.01 Postdoctoral scholar (post-doc) – a faculty appointment designed to provide recent doctoral degree recipients with an opportunity to gain experiences and skills that will advance their careers. Texas State University embraces the definition and role of a post-doc scholar promulgated by the National Institutes of Health (NIH), the National Science Foundation (NSF), and the National Postdoctoral Association (NPA). A post-doc is “an individual who has received a doctoral degree, or equivalent, who is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills needed to pursue [their] chosen career path.”

01.02 Texas State strives to provide a positive and productive experience that ensures post-doc scholars gain independence, enhance their professional skills, and prepare for future career success. This policy defines the roles of the post-doc scholar and faculty mentor and guides the recruitment and hiring process of post-docs at the university.

**02. ROLES AND RESPONSIBILITIES**

02.01 In the process of further developing their own skills and professional endeavors, post-docs will work under the supervision and sponsorship of a regular faculty member, who will serve as a mentor to the post-doc. Within the confines of the particular focus assigned by the faculty sponsor, the post-doc will function with a considerable degree of independence and will be clearly differentiated from full-time technical employees, grant-funded staff, and other positions at the university.

02.02 Faculty sponsors will be expected to provide an orientation and development plan for post-docs, impart the realities and variety of careers available to post-docs, and encourage learning opportunities to broaden post-docs’ aspirations and experiences. Faculty sponsors will also be expected to discuss university policies, including those related to intellectual property, responsible conduct of research, and other relevant matters with post-docs.

02.03 Post-docs will be encouraged to access the services and benefits afforded to all faculty at the university, including development opportunities in grant writing, research design, career preparation, teaching, and other topics of interest.

02.04 Faculty sponsors will be encouraged to participate in development opportunities that expand their knowledge and skills in mentoring, supervision, and other topics to support the effective mentoring of post-docs.

**03. PROCEDURES FOR APPOINTMENTS**

03.01 Post-docs fall under a special category of temporary employment. The appropriate chair, director, and college dean are responsible for monitoring and applying policies that relate to post-doc appointments. Post-docs are appointed for one year and may be renewed for additional one-year increments. Post-doc appointments are typically limited to no more than five years in duration, with exceptions possible in extraordinary circumstances.

03.02 Post-doc appointments are characterized by all of the following conditions:

a. typically within the last five years, the appointee was awarded a Ph.D. or equivalent doctorate (e.g., D.Sc., M.D.) or has successfully completed all requirements for the doctorate but has not received the diploma and has an official certification from the doctoral-granting institution stating that all degree requirements have been successfully completed prior to the assignment start date;

b. the appointment involves substantial and full-time commitment to research, scholarship, teaching, and/or other professional activities;

c. the appointee works under the supervision, sponsorship, and mentorship of a faculty member;

d. the appointee has the freedom and is expected to disseminate the results of the research, creative works, or scholarship accomplished;

e. the appointment is designed and implemented as preparatory for a full-time academic or research career, including opportunities to broaden skills and knowledge; and

f. the appointment is temporary, renewable for up to five years.

**04. PROCEDURES FOR CREATING JOB POSTINGS**

04.01 To create a job posting for a post-doc position, the request must be initiated at the chair or director’s level through the online recruiting and hiring system (online system). The posting must clearly describe and justify the position, include evidence-based required and preferred qualifications, if any, for the role, and identify the funding source for the position.

04.02 The posting must be reviewed by the chair or director, college dean, talent acquisition, and the senior vice provost. Once approved, the posting number will be assigned by the online system.

04.03 To ensure applicant pools are robust, college wide pool job postings for post-doc opportunities will be advertised within appropriate disciplines and outlets.

**05. PROCEDURES FOR SELECTION**

05.01 Based on the criteria in the job posting, the faculty sponsor will be responsible for reviewing applications, interviewing applicants, and making hiring decisions.

05.02 If a foreign national is selected for hire, the [Export Control Screening Request form](https://facultyresources.provost.txst.edu/forms.html) and current curriculum vitae(CV) should be submitted to Faculty and Academic Resources as early as possible to expedite the process.

05.03 All offers of employment are contingent upon a successful background check and export control review.

**06. PROCEDURES FOR SUBMITTING HIRING PROPOSALS**

06.01 Once the informal offer is accepted, the chair or director will initiate the hiring proposal by selecting the “Start Hiring Proposal” link located on the applicant’s job application in the online system.

06.02 The department will collect the required new hire documents, as noted in the [Postdoctoral Scholar Packet Checklist](https://facultyresources.provost.txst.edu/forms.html). The hiring proposal will be submitted through the online system with the required new hire documents attached within 15 days of a candidate’s acceptance.

06.03 Post-docs will be required to provide official transcript of highest degree to comply with credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Guidelines for accepting transcripts are available from Faculty and Academic Resources.

**07. PROCEDURES FOR ONBOARDING NEW POST-DOCS**

**07.01 In collaboration with the chair/director, e**ach faculty sponsor will be responsible for:

1. communicating start dates, office assignments, computer access, New Faculty Orientation, and other events;
2. setting expectations for research, scholarly, and creative activities;
3. explaining policies and procedures and mandatory training;
4. providing guidance on professional development, research and grant services, support services, and opportunities related to the successful integration of the new post-doc in the university, college, and department; and
5. as applicable, ensuring affected post-docs seek formal guidance from International Affairs on immigration-related matters as soon as the selection process concludes. Timely communication with International Affairs is critical to effective and efficient faculty onboarding.

**07.02** Texas State will provide health care coverage, retirement benefits, and other benefits as appropriate and consistent with the requirements of law and university policy. The faculty sponsor should notify new post-docs that they are expected to attend New Faculty Orientation sessions at the beginning of the fall or spring semester based on date of hire. If the benefits eligible post-doc will begin employment out-of-cycle (i.e., other than the 9/1 or 1/16 semester hire dates), they should attend [New Employee Welcome (N.E.W.)](https://www.hr.txst.edu/New-Employee-Welcome/orientation-training.html) to enroll in benefits.

**08. REVIEWERS OF THIS PPS**

**08.01 Reviewers of this PPS include the following:**

**Position Date**

**Senior Vice Provost** **April 1 E5Y**

**Dean of The Graduate College** **April 1 E5Y**

**09. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Senior Vice Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs