

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2007
Section 4.3	Recruitment, Selection and Appointment	Revised:	
Policy 4.3.9	Academic Training Positions	Responsibility:	Vice President for Human Resources

ACADEMIC TRAINING POSITIONS

Policy

It is the policy of the Health Science Center that academic trainees will be considered Administrative and Professional (A&P) employees for purposes of defining the employer-employee relationship except where otherwise noted below.

Applicability

This policy applies to all persons appointed in an academic training position at the Health Science Center. This policy does not apply to masters and doctoral students registered for degree programs in the Graduate School or to Teaching Assistants [Job Code 0458].

Job Titles

Job titles for academic trainees in positions of a clinical or research nature shall be appointed to one of the following categories:

<u>Job Code</u>	<u>Job Title</u>
0449	Fellow
0450	Pre-doctoral Fellow
0451	Post-doctoral Fellow
0452	Research Fellow
0453	Senior Research Fellow
0454	Residents Paid by University (used by the School of Medicine)

The appropriate use of these job titles should be coordinated through the respective Dean's Office and the Office of Human Resources. These titles do not appear in the *Classified Employee Pay and Job Description Plan* of the Health Science Center and are considered non-classified A&P positions.

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Appointment Categories

Academic training positions hold one of three appointment categories:

1. Non-Regular Employee: an academic trainee who is appointed for less than four and one-half (4½) months and/or less than (20) twenty hours per week.
2. Regular Hourly Employee: an academic trainee whose earnings are computed on the basis of a wage rate per hour of work and who is appointed for at least twenty (20) hours per week for more than four and one-half (4½) months. Although the number of hours worked per week may vary slightly, the trainee is appointed on a percent time basis determined by the average number of weekly hours worked.
3. Regular Salaried Employee: an academic trainee whose earnings are computed on the basis on an established monthly salary and who is appointed for at least twenty (20) hours per week for more than four and one-half months. A set schedule is provided by the actual number of weekly hours worked. Postdoctoral fellows paid from any source whose primary function is to obtain research experience in a laboratory of a member of the Health Science Center faculty are excluded from a weekly hours worked requirement.

Recruitment Procedures

The academic department shall not be required to submit a job requisition to the Office of Human Resources nor post the academic training position for recruitment.

All recruitment activities are the responsibility of the academic department in which the academic training position occurs. A department will notify the Office of Human Resources of candidate selection for an academic trainee through submission of the [Notification of Intent to Hire Academic Candidate](#) form.

Each department is responsible for verifying the academic credentials of the candidate. For international candidates, each department is responsible for contacting the Office of International Services and ensuring all federal requirements are met, and the appropriate visas are on file.

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It is the responsibility of the respective Dean's offices to review and approve all proposed salaries to those appointed in academic training positions.

Appointment Procedures

The process for appointment of an academic trainee shall be consistent with the procedures noted above, and shall include the requirement for successful completion of a criminal background and sanction check prior to employment.

Once a trainee is selected for a position, the Office of Human Resources will input the trainee into the "Human Capital Management" system. Then, the department will fund the position.

Academic trainees who are appointed into regular positions shall be benefits eligible and shall participate in the Teacher Retirement System of Texas and The University of Texas System group insurance program.

General Provisions for Employment

The following provisions apply to the academic trainee employment relationship:

1. Academic trainees shall be evaluated on an annual basis.
2. Academic trainees shall have access to the grievance policy to resolve any issues arising from the employment relationship.
3. Academic trainees may be terminated for cause related to work performance, work behavior, or violation of institutional policies. Departments may terminate a trainee with written notification
4. Terminated academic trainees may appeal their termination to the Chair of the department or Director of center. Upon appeal, the Chair of the department or Director of center shall schedule and preside over, or appoint a designee to preside over, an informal hearing designed to determine the factual basis and appropriateness of the termination.
5. Residents paid by the Health Science Center and participating in an accredited residency program, or an accredited or non-accredited fellowship program in the School of Medicine shall

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follow the rules of respective programs and the Graduate Medical Education (GME) Program. These policies shall take precedent over any provisions of this policy with which it is in conflict. The GME website is located at: <http://www.uthscsa.edu/gme/policies.asp>.

6. An academic trainee appointed to an accredited fellowship and paid by the Health Science Center shall be subject to the policies of that fellowship and those policies shall take precedent over any provisions of this policy with which it is in conflict.

Fellows Becoming Faculty Members

If the department decides that an academic trainee has completed the typical transition from a “trainee” to a person capable of being appointed to a faculty position, then the guidelines in [Section 3.6.7](#) of the *Handbook of Operating Procedures* (HOP), “Guidelines for Academic Trainees Becoming Faculty Members” should be followed.
