THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.19
		Revised:	1/1/86
SUBJECT:	Postdoctoral Research Fellows	**Date Issued:**	
		Attachment(s)	1
APPLIES TO:	The Appointment of Research Fellows and Senior Research Fellows		
ISSUED BY:	Personnel Office and Office of the Vice-President for Academic Affairs		

I. Policy

The University recognizes that postdoctoral research training is a valuable educational path for scholars in certain academic fields and provides opportunities for individuals to be appointed to such fellowships. Fellows will be under the mentorship of an instructional or primary research staff member.

II. Regulations and Definitions

A. Term of Appointment and Titles

1. Fellowships should be for one year (or less) with the possibility of renewal in subsequent years, preferably not to exceed three years of training in any one location.

2. For the first through the third year of training following the award of the doctoral or other terminal degree, the individual shall be appointed as a RESEARCH FELLOW.

3. For the fourth through the sixth year of training following the award of the doctoral or other terminal degree the individual shall be appointed as a SENIOR RESEARCH FELLOW.

4. M.D.'s pursuing additional training outside of the traditional residency and not involving direct patient care, are to be appointed following these policies and procedures. M.D.'s whose training involves patient care responsibilities are to be appointed as house officers, in accord with the contract between the University and the House Officer's Association.

B. Support of Research Fellows

Fellowship stipends and/or salaries and the associated benefit costs may be supported by:

1. Externally funded training grants or fellowships which may be administered through the University or paid directly by the granting agency to the fellow.

2. Sponsored research projects, when such training is consistent with the terms of the grant or contract.

3. University general or other funds.

C. Approval of Research Fellows

Proposed Research Fellows must be approved by the Chairperson and the Dean or Director of the teaching or research unit in which the appointment is to be made prior to any commitment by the mentor. The Dean or Director will assure prior to approval that:

1. Appropriate fund sources are or will be available to provide a stipend and/or salary and the required University contributions to fringe benefits associated with the fellowship.

2. That space is available for the fellow's use.

3. That a training program has been established which will enhance the fellow's scholarship and ability as a researcher.

4. That a procedure is available to the fellow, to resolve problems connected with the fellowship, and that each mentor is familiar with its provisions. (See Attachment A for model procedure.)

D. Privileges and Benefits of Research Fellows

1. There are two subsets within the Research Fellow group which must be separated when looking at benefits.

a) "Scholar Trainee" - Individuals paid a stipend, regardless of fund source, where no service is required. Such stipends may be charged to training grants, fellowships or various University funds. The appointments of such individuals will show "0%" effort, with a "special purpose funding indicator" labeling the money received as a trainee stipend.

b) "Employee-Trainee" - Individuals paid a salary, regardless of fund source, for required service. This most generally occurs when the individual's training is accomplished through the performance of obligations on a sponsored contract. The appointments of such individuals will show an appropriate percentage of effort and a "salary payment."

2. All Fellows as identified in D1 [a] and [b] will:

   a) Be listed in the alphabetical section of the Directory of Officers, Faculty, Staff, and Associated Organizations.

   b) Have access to the University's libraries on the same basis as Primary Research Staff.

   c) Have the opportunity to use recreational facilities under the same conditions and at the same costs as the University staff.

   d) Have the opportunity to purchase athletic event tickets under the same conditions and at the same costs as the University staff.

   e) Have the opportunity to purchase University Parking Permits at prevailing staff rates.

   f) Be required to enroll themselves and their dependents, if any, in the University group health and dental plans at the same costs as University staff. There is one year of service required prior to enrollment in the dental plan. The University may waive the requirement to enroll if the fellow is covered by equivalent insurance or for religious reasons. If the fellow fails to contact the Office or Staff Benefits within sixty days after appointment, the fellow will be enrolled as a one person subscriber.

   Note: The University cost for these benefits will be assigned to the account from which the stipend or salary is paid. If the stipend account cannot be charged for benefits, or some portion of them, the unit must notify the appropriate fund area of Financial Operations and identify another suitable account to which the benefit charges can be transferred.

3. Those fellows who are "employee-trainees" as defined in D1[b] will receive the following additional benefits:

   a) For all fellows appointed January 1, 1986, or later, one month per year of vacation for those appointed on an annual basis (see note).

      (1) Part-time fellows, or those appointed for less than a year but for six months or more, shall receive a pro-rata vacation allowance.

      (2) Vacation time must be taken during the annual appointment period. No pay in lieu of time off will be provided.

   Note: For those Fellows appointed prior to January 1, 1986, the vacation benefits as shown in the May 1, 1984 version of this guide will continue to be applicable.

(3) Each department is responsible for scheduling of vacations so as not to interfere with the operation of the department and so that each fellow receives vacation time each year. Vacations must, therefore, be scheduled to meet the work requirements of the department but every effort will be made to satisfy the fellow's request as to dates. Units which experience "slack" or "down" periods, may require that vacations be taken during these times. When practical, fellows should be informed of such requirements in advance.

b) Up to three weeks per year of paid sick leave, if unable to fulfill responsibilities because of personal sickness or injury.

c) Have the opportunity to enroll in the University group life insurance program at the same cost and under the same conditions as University staff.

d) Coverage by the University's travel accident insurance when traveling on University business.

e) Coverage by the University's worker's compensation insurance.

f) Coverage by social security, receiving the same University contribution and paying the same tax as University staff.

Note: Records necessary in support of items a) and b) above will be maintained at the unit level.

E. Withholding of Taxes and Reporting of Income

1. For fellows who are "scholar trainees," as defined in D1 [a], no Federal, State or FICA taxes will be withheld. However, if they receive a stipend of $600 per year or more through the University, a Form 1099 will be filed with Internal Revenue Service (IRS).

a) Taxes are not withheld because the stipend is not considered "wages." It is however "income" to the fellow and may be taxable under federal and/or state law.

b) Fellows may arrange with the Payroll Office for voluntary deductions to be transmitted to the IRS and/or the State Treasurer.

2. For fellows who are "employee-trainees," as defined in D1 [b], Federal, State and FICA taxes will be withheld and a Form W-2 filed with the IRS.

F. Unemployment Compensation

The "salary" paid to "employee-trainees," as defined in D1 [b], could result in a decision that the trainee is eligible for future unemployment compensation benefits, chargeable to the University.

G. Selection

Given the variety of existing postdoctoral programs, no particular selection procedure is mandated. Since these fellowships are not regular positions, national advertising, such as is used for regular instructional or primary research appointments, is not necessary, but the unit may do so if it wishes. The University policies on non-discrimination will be observed and good faith efforts will be made to include minorities and females in the selection pool. Since these fellowships are a temporary training status, fellows may not be moved to a regular instructional or research position except by selection during the normal posting and search procedures.

H. Recognition

Upon certification of successful completion of the training program by the mentor, the Office of the Vice President for Research will issue a suitable recognition to the fellow, and the fellow will be reported to the Alumni Records Office for inclusion in its records.

III. Procedure

A. Appointment

RESPONSIBILITY		ACTION
Mentor	1.	Seek approval of the Chairperson and Dean or Director of proposed fellowship. Request should identify funding, space and equipment needs, and the nature of the training program.
Chairperson and Dean or Director	2.	Inform mentor of approval or disapproval of proposed appointment.
Mentor	3.	Seek and select the fellow.
	4.	Submit an Appointment Request Form, a Supplemental Appointment Information Form showing sex and minority codes and an Educational Assistant Personnel Record Form

RESPONSIBILITY		ACTION
		through normal departmental and unit channels. Note: An appointment form must be processed even if the fellow is supported directly by an external funding agency. If necessary, identify a separate account for fringe benefit costs, to the appropriate fund area within Financial Operations.
Faculty and Staff Records Office	5.	Review appointment for conformance with policy and if appropriate, process.
Staff Benefits Office	6.	Invite fellow to make application of optional benefits and process selected optional and required benefit enrollments.
Payroll	7.	Make periodic stipend and/or salary payments.
B. Termination		
Mentor	1.	Send termination request through normal departmental and unit channels to the Faculty and Staff Records Office.
Faculty and Staff Records Office	2.	Send Office of Vice President for Research Form (OVPR Form) to department for Mentor or Chairperson to certify successful completion of training.
	3.	Send information to Alumni Records Office.
Mentor/Chairperson	4.	Complete OVPR Form and forward it to the Office of the Vice President for Research.
Office of Vice President for Research	5.	Issue appropriate recognition signifying completion of Fellowship to the Fellow.
Alumni Records Office	6.	Add Fellow to Alumni records.

The University of Michigan

Model Grievance Procedure for Research Fellows

Applicability

The following procedures are available to Research Fellows who wish to complain of any action or inaction, within the jurisdiction or control of (name of unit), which the fellow alleges to be in violation of law or University policy or to be unfair, arbitrary, or capricious.

A. The fellow shall seek to resolve the matter by informal means through his or her mentor.

B. If the matter is not satisfactorily resolved by the mentor, the fellow shall seek resolution by informal means through the mentor's section head, and if still unresolved, by informal means through the Department chair (or head).

C. If the matter is still not satisfactorily resolved, the fellow may request resolution by the Dean (or Director) of (name of unit). The fellow shall file a written statement with the Dean (or Director) stating the alleged wrong, the facts which support the allegations, and the disposition of the matter at prior informal steps.

D. The Dean (or Director) shall seek to resolve the matter promptly.

1. The Dean (or Director) may seek advice from an appropriate standing committee, or establish an ad hoc committee for advice on the matter.

2. Before the Dean (or Director) decides a case, they should consult with the Office of the General Counsel to assure correct and consistent interpretation of the law.

When the Dean (or Director) decides the matter, the reasons for the decision will be given in writing.