

**Special Situation Appointments
and Postdoctoral Appointments**

10/2014

In general, the kind of appointment (Title) flows from the rationale for the appointment. No one may come on a tourist visa. No one may work without compensation. Faculty members are responsible for knowing who is working in research facilities under their control, and for assuring that ALL of those individuals have signed an appropriate intellectual property agreement with the University of Chicago. Failure to have such agreements in place compromises our ability to comply with the terms and conditions of sponsored projects and to meet federal and sponsor requirements related to the handling of inventions. In addition, the use of University facilities for commercial or other non-University proprietary purposes could jeopardize the university's nonprofit status and our commitment to openness in research.

TITLE	Rationale	Teaching/other effort	Academic Eligibility	UC Compensation	Other Compensation	Benefits Eligibility	Term	Hiring Process	Academic Process
Associate†	Participation in programs and low-intensity collaboration	No	Degreed, professional, NOT in postdoc phase	Not allowed	No proof of financial resources required.	Benefits Ineligible*	Up to 3 years	Not a hire. Letter of agreement	Provost approves Agreement in advance http://adminet.uchicago.edu/adminforms/downloads/Associate%20Agreement.doc
Visiting Scholar	(1) courtesy appointment or (2) intensive collaboration or study	No	Normally in professoriate; not in postdoc phase	Not allowed, except for certain reimbursements	Unless supported by home inst, proof of resources reqd.	Benefits Ineligible*	1 year, renewal possible	Not a hire. Letter of agreement	Provost approves Agreement in advance. http://adminet.uchicago.edu/adminforms/pdfs/agreement_for_visiting_scholar.pdf
Guest Scientist	Training or scientific exchange	No	For scientists working in industry	Not allowed	Must be paid by employer.	Benefits Ineligible*	1 year, negotiated	Not a hire. Letter of agreement	Negotiated by URA
Visiting with faculty rank	Teaching or research in collaboration with faculty	Normally, Yes	Normally in professoriate, with a position that ends after the end of the visit here.	Required, unless paid by home institution	May be paid by home institution, which we reimburse.	Benefits Ineligible	1 year max, normally	Offer letter, with prior approval of the Provost	Faculty vote or consultation, Provost approves
Postdoctoral Fellow	Postdoc training	Separate appointment required, subject to the PDR Policy	(1) not in professoriate and (2) in postdoc phase	Stipend	As stipulated by source of funds.	UCPDR plan	1 year minimum, normally	Not a hire. PDF Form	Approval at divisional level, form to provost for final approval
Postdoctoral Fellow-Direct Pay	Postdoc training	Separate appointment required, subject to the PDR Policy	(1) not in professoriate and (2) in postdoc phase	Funds do not go through UC	Documented evidence of support. Personal funds only not allowed.	UCPDR plan	May depend on funding source	Not a hire. PDF Form	Reviewed in Provost's Office
Postdoctoral Scholar	Postdoc training	Separate appointment required, subject to the PDR Policy	(1) not in professoriate and (2) in postdoc phase	Salary	Refer to Postdoctoral Researcher Policy Manual.	UCPDR plan	1 year minimum, normally	Managed through HR	Approval at divisional level
External Postdoctoral Researcher	Enable a postdoc appointed at another institution to work here	No	For individuals in positions like our Postdoctoral Researcher positions	Not allowed.	All money comes from other institution	Must be provided by home institution	Up to one year.	Not a hire. Letter of agreement	Form to Provost at least two weeks prior to beginning of the visit. http://adminet.uchicago.edu/adminforms/forms-index.shtml#E
Lecturer	To deliver courses, primarily. Research effort is not compensated.	Teaching required.	Competency as determined by the faculty.	Salary	Sometimes compensated by outside entity	Depends on level of effort and length of term.	1Q to 3 years	Posting. Full search for FT Ben-El.	Faculty concurrence, Provost approves
Research Scientist, Senior Research Associate, Senior Scientist, Research Associate with parenthetical rank	Research in a group under the direction of a member of the Faculty.	Subject to separate teaching appointment, normally Lecturer, and review by URA.	PhD or appropriate terminal degree	Salary	N/A	Regular	depends on rank	National Search	Vote, Provost approves
[Postdoctoral position at the rank of] Instructor	A limited-term, non-extendable, non-tenure track appointment that normally combines teaching and research	Yes	Normally PhD in hand.	Salary		Regular	3 years, normally	National Search	Faculty vote or consultation, Provost approves
[Postdoctoral position at the rank of] Lecturer	A limited-term appointment that carries a full teaching load	Yes, regular teaching load normally expected	Normally PhD in hand.	Salary		Regular	1 year normally, renewal possible	National Search	Faculty vote or consultation, Provost approves

* Required medical insurance may be purchased at full cost through the UCPDR plan.

†Senior Fellow and Distinguished Senior Fellow titles are variants of Associate, for individuals with exceptional stature. The Provost's Office advises that you consult with us in advance.

Notes:

Individuals who have not completed the Ph.D. or other terminal degree may not come to the University in any of the capacities referenced in this policy.

Associate status normally (1) is available only to individuals who live in the Chicago region, and (2) recognizes recurring participation in the University's public programs.

The Visiting Scholar title should not be requested for individuals who are still in the postdoctoral phase, or need supervision or mentoring, or will be evaluated, or wish to come to the University for a training experience in furtherance of beginning a career as an independent researcher in the academy.

A Visiting Scholar or Associate may not, in that capacity, perform services for the University, whether in the laboratory or classroom, whether as a volunteer or paid. Normal scholarly activities, such as guest lecturing and presentations, are permitted.

A Visiting Scholar is expected to be present at the University throughout the term of the appointment. The faculty member sponsoring the visit should be in residence during the term of the visit.

Individuals in the US on a tourist visa are not eligible for any of these titles.