

Special Situation Appointments and Postdoctoral Appointments

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 for the University without compensation. Faculty members are responsible for knowing who is 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	University Comp	Other Comp	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. Click here for agreement.
Visiting Scholar	Intensive collaboration or study.	No.	Normally in professoriate; not in postdoc phase.	Not allowed - except for certain reimbursements.	Unless supported by home institution, proof of resources is required.	Benefits ineligible*	Normally, up to 1 year.	Not a hire. Letter of agreement.	Provost approves agreement in advance. Click here for form.
Visiting w/ Academic 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 stating "contingent on the approval of the provost".	Faculty vote if teaching, provost approves.
Postdoctoral Fellow	Advanced research 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. Letter of agreement.	Approval at divisional level, form to provost for final approval.
Postdoctoral Fellow-Direct Pay	Advanced research training.	Separate appointment required, subject to the PDR Policy.	(1) not in professoriate and (2) in postdoc phase.	Funds do not go through UChicago.	Documented evidence of support.	UCPDR plan	May depend on funding source.	Not a hire. Letter of agreement.	Reviewed in Provost's Office.
Postdoctoral Scholar	Advanced research training.	Separate appointment required, subject to the PDR Policy.	(1) not in professoriate and (2) in postdoc phase.	Salary.	Refer to PDR Policy Manual.	UCPDR plan	1 year minimum, normally.	Managed through HR.	Approval at divisional level.
External Postdoctoral Researcher	Enables a postdoc appointed at another institution to work here.	No.	For individuals in academic positions like our Postdoctoral Researcher positions.	Not allowed.	All money comes from the other institution.	Must be provided by home institution.	Up to six months.	Not a hire. Letter of agreement.	Form to provost at least two weeks prior to the beginning of the visit. Click here for BSD form. Click here for non-BSD form.
Lecturer / Senior Lecturer [Statute 11.2.4.2]	To deliver courses, primarily.	Teaching required.	Competency as determined by the faculty.	Salary.	Sometimes compensated by outside entities.	Depends on level of effort and length of term.	1 quarter to 5 years.	Posting. Full search for Full-Time. Benefits eligible.	Faculty concurrence, provost approves.
Research Appointees [Statute 11.2.4.1]	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.
[Postdoc position at the rank of] Instructor	A limited-term appointment that normally combines teaching and research.	Yes.	Normally, PhD in hand.	Salary.	N/A	Regular.	3 years, normally, limited to 4 by the Statutes.	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 Office of the Provost 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. May not enter "patient space" in UCMC (University of Chicago Medical Center).
- 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.

For information on [guest scientist](#) and [data collaborator](#) positions, see [University Research Administration](#).