

School of Education Policy for Postdoctoral Research Fellows

The University of Michigan Standard Practice Guide serves as the University's *base* guidelines for postdoctoral research fellow appointments. The School of Education (SOE) has developed additional criteria as outlined below. Please see the Standard Practice Guide (<http://spg.umich.edu/pdf/201.19.pdf>) for the full University of Michigan policy.

Approval of Postdoctoral Research Fellows

Before a Principal Investigator (P.I.) makes any commitment to hire a postdoctoral research fellow, the appointment must be approved by the Associate Dean for Research and Community Engagement (ADRCE), using the following guidelines:

1. The P.I. has identified or will be able to identify appropriate fund sources to cover the cost of the fellow's fellowship and/or salary and the required University contributions to fringe benefits associated with the fellowship.
 - a. This fund source must cover the salary for a minimum of one year. The appointment itself, however, may be for one year or less, with the possibility of renewal, not to exceed a total of three years of postdoctoral training.
 - b. The appointment may not be for less than 25% FTE unless the fellow has another funding source.
 - c. The Fellow's salary must be at or above the School of Education minimum salary rate for postdoctoral research fellows.
2. The PI is able to make space available for the fellow's use.
3. The PI and the fellow will develop a proposed training program that will both facilitate the work of the project for which the fellow is hired and enhance the fellow's scholarship. The plan includes at least the following elements:
 - a. Attendance at Responsible Conduct of Research and Scholarship training sessions.
 - b. Attendance at regular SOE Postdoctoral Fellow mentoring meetings.
 - c. Participation in regularly scheduled research group meetings and required presentation of work.
 - d. Plan for professional growth through participation in seminars and conference travel.
 - e. Submission of Faculty Annual Report to the ADRCE.
 - f. Direction to the fellow that further information on mentoring and advising can be found at: http://www.rackham.umich.edu/faculty_staff/ensuring_success/promising_practices/mentoring_advising/.
4. The PI will inform the fellow of the SOE's grievance procedure (see below).

Terms and Benefits of Postdoctoral Research Fellow Appointments (SPG 201.19.II.D.1-8):

All postdoctoral research fellows will:

1. Enroll themselves and their dependents, as necessary, in the University group health and dental plans using the same rate structure that applies to University staff. 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 enroll within thirty days after appointment, the Fellow will be enrolled as a one-person subscriber.
2. Have the opportunity to enroll in the University group life insurance program at the same cost and under the same conditions as University faculty and staff.
3. Be covered by the University's worker's compensation insurance and, when travelling on University business, by the University's travel accident insurance.
4. Be listed in the appropriate University directory(ies) and included on group electronic communication lists in the SOE.
5. Have access to the University's libraries on the same basis as research faculty.
6. Have the opportunity to use recreational facilities and to purchase athletic event tickets and University parking permits under the same conditions and at the same cost as for University faculty and staff.
7. Fellows who receive a salary through their appointments, as described in section SPG 201.19.II A. 5., are eligible for:

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- a. Annual vacation allowance equivalent to one month in twelve (22 workdays) for fellows appointed in yearlong increments. Fellows who are either part-time (i.e. less than 100% effort) or who are appointed for at least six months but less than one year shall receive a pro-rata vacation allowance. **Fellows must take vacation time during the annual appointment period. The University will not provide pay in lieu of time off.**
- b. Up to three weeks per year of paid sick leave, if unable to fulfill responsibilities because of personal sickness, childbirth, or injury. The Fellow may also use the three weeks of paid leave to care for a family member due to personal sickness, childbirth, or injury, or to care for his or her newly born, newly adopted or newly fostered child.

Note: The faculty supervisor is responsible for ensuring that work records are maintained and for approving timesheets. University costs associated with vacation and sick leave will be assigned to the account from which the Fellow's salary is paid.

Grievance Procedure for Postdoctoral Research Fellows

The following procedures are available to postdoctoral research fellows who wish to complain of any action or inaction, within the jurisdiction or control of the SOE, which the Fellow alleges to be in violation of law or University policy or to be unfair, arbitrary, or capricious.

1. The fellow shall seek first to resolve the matter by informal means through his or her P.I./mentor.
2. If the matter is not resolved satisfactorily, the fellow shall then seek resolution by informal means through the ADRCE.
3. If the matter is still not satisfactorily resolved, the fellow may request formal resolution by the ADRCE. The fellow shall file a written statement with the ADRCE stating the alleged wrong, the facts that the fellow believes support the allegations, and the disposition of the matter at prior informal steps.
4. The ADRCE may resolve the matter independently, may seek advice from an appropriate standing committee, or establish an ad hoc committee for advice on the matter. Although the ADRCE will apprise the dean of the general parameters of the case, s/he will not include the dean in the review process, thus allowing for another independent step in the review process should such a step become necessary.
5. Before the ADRCE decides a case, s/he should consult with the Office of Academic Human Resources or the Office of the General Counsel to assure correct and consistent interpretation of University policy and/or the law.
6. The ADRCE should report, in writing, the results of the review to the fellow and to the PI.
7. If the matter is not resolved to either party's satisfaction, then the fellow or P.I. may request formal resolution by the dean.
8. The dean may resolve the matter independently, consult the Executive Committee (in executive session) or establish an ad hoc committee for advice on the matter.
9. When the dean decides the matter, the dean or his or her designee will convey the decision to the fellow and the P.I. in writing.

N.B. Complaints that a member of the faculty or staff has violated the university's nondiscrimination and harassment policies should be reported to the ADCRE, but will be investigated by the university's Office of Institutional Equity (OIE). The ADCRE will facilitate communication with the OIE.