

UIC POLICIES AND PROCEDURES

		NUMBER 203-03
MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT Other Academic Temporary Appointments: Academic or Graduate Hourly, Administrative, Postdoctoral Research Associates, or Fellows		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
APPROVED BY Chancellor		

PURPOSE

To define the terms and conditions of Hourly, Administrative temporary appointments, Postdoctoral Research Associates, Pre-or-Postdoctoral Fellows to establish responsibility and authority of UIC personnel in the hiring of specified temporary academic appointments, and to ensure conformance with University policy.

SOURCES AND BACKGROUND

University of Illinois Statutes
General Rules Concerning University Organization and Procedure

APPLICABILITY

Academic employees

POLICY

There are several additional types of temporary academic appointments. They are:

Hourly - Appropriate for those providing service on a project or intermittent basis. Academic Hourly must be appointed under the approved PAPE title and meet the PAPE minimum qualification. Rate of pay is calculated based on full-time, 12-month basis. Units need to be careful they are not causing work in excess of 67% when adding a Graduate Hourly appointment

Administrative - Modifier in title would be "Visiting" if only title. If serving temporarily in addition to another appointment, title would be "Acting" if there is a person holding the title who is temporarily unavailable or "Interim" if the position is vacant. If held in addition to other full-time positions, the appointment would be on a zero percent basis.

Postdoc Res Assoc - Must have gotten a doctorate within the last 5 years and may be appointed to this title for only 5 years. It is expected that the unit has built in a training component in the job. No affirmative action search is required.

Fellows - May be a Predoc Fellow if still in Graduate School or a Postdoc Fellow if doctorate has been granted. Receives award payment via monthly payroll checks. No service is required and award is non- taxable.

PROCEDURES

RESPONSIBILITY

1. Hiring Official
2. Unit Head (Dean or Vice Chancellor)

ACTION

Identifies the need for the additional temporary appointment or availability of a fellowship award and selects a suitable candidate. Completes and submits the appointment material to the unit head.

Reviews all material for completeness, resolves questions or missing data, and transmits required hiring material to

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3. Academic Human Resources

Associate Director for Academic Human Resources.

Provides final review of the appointment material and enters data into the system for pay purposes.