

UIC POLICIES AND PROCEDURES

		NUMBER
		203-03
MANUAL	SECTION	PAGE
Human Resources	Employment	1 of 2
SUBJECT		EFFECTIVE
Other Academic Temporary Appointments: Graduate Hourly, Administrative, Postdoctoral Research Associates, or Fellows		04/01/1997
		REVISED
		10/3/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	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 include:

Hourly - Appropriate for those providing service on a project or intermittent basis. Academic Hourly appointments no longer exist. For additional information regarding faculty, clinical or research positions, refer to UIC HR Policy 206-01. Units must monitor hourly appointments to ensure that 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 Research Associate - Must have received a doctorate within the last five years and may be appointed to this title for only five years. It is expected that the hiring unit has built in a training component into 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.

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PROCEDURES

RESPONSIBILITY

1. Unit Hiring Official
2. Unit Head (Dean or Vice Chancellor)
3. UIC HR Service Center

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 Department Unit Head.

Reviews all material for completeness, resolves questions or missing data, and transmits required hiring material to UIC Human Resources/ HR Service Center.

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