**University of Houston**  
**Procedures for Hiring Postdoctoral Fellow Positions**

**Introduction:** The following procedures are to be used in the recruitment and selection of Postdoctoral Fellows to perform professional research on sponsored projects at the University of Houston. Effective March 1, 2014, all Postdoctoral Fellow positions will be considered term appointments, unless otherwise specified.

**Education:** The typical requirement is an earned doctorate in a field relevant to the research for which the individual is being hired. A graduate student may also be considered if they have successfully completed all requirements for a Ph.D. but have not received a diploma. Official certification from the individual’s home institution is required.

**Experience:** A Postdoctoral Fellow 1 can be hired with less than one year of paid work experience in their field. A Postdoctoral Fellow 2 must have at least one year of paid experience in their area of research.

**Length of Assignment:**

Positions must have a clear start and end date. Typically, these dates will correspond to the funding period for the positions.

The assignment can be for up to three years (36 months). Post-doctoral assignments that are anticipated to last longer than three years must be posted as regular staff positions and competitively recruited.

**Salary/Benefits:**

Starting salary will typically be within the first quartile of the pay grade for the job, depending on skills, experience, and pay equity within the department.

A salary offer above grade midpoint must be approved by Compensation, regardless of whether the employee was competitively hired or appointed to the position. If the employee is on an H-1B visa, prevailing wage determination will also be considered when determining rate of pay.

Postdoctoral Fellows who work 20 or more hours per week for 4.5 months or longer in a fiscal year are eligible for benefits, including medical, dental, life, accident, short-term disability, long-term disability, and short-term disability, long-term care insurance and flexible spending accounts.
Recruitment/Promotion:

Positions may be posted through Human Resources or an employee hired directly by the department, depending on the needs of the Principal Investigator (PI).

Positions posted on the UH jobs site by Human Resources are subject to the same post and fill policies as other university staff positions.

http://www.uh.edu/human-resources/manager-toolbox/hiring/recruitment/index.php

Promotion: Employee may be promoted from a Postdoctoral Fellow 1 to a Postdoctoral Fellow 2 after one year, if justified by qualifications and performance. Other types of promotions must be handled by posting the position and competitively recruiting.

A postdoctoral fellow is welcome at any time to apply for a permanent position at the university. The employee will be considered on a competitive basis.

Job recategorization outside the career ladder into a permanent position at the university will be allowed only with justification and approval from the college dean, the Division of Research, and the Human Resources department.

End of Assignment:

A typical assignment will end on the scheduled termination date. The University may also terminate the fellow's employment prior to the end of the assignment under any of the following conditions:

a. Termination at the direction of the funding agency.
b. Termination due to loss of position funding.
c. Termination for poor job performance.
d. Termination for violation of law or University of Houston policy.

There is no expectation of continued employment beyond the end of the assignment. In the event the fellow is terminated for any of the above conditions prior to the end of the assignment, the University shall not be responsible for the payment of any salary or benefits (except any benefits required by law to be provided) following the effective date of the termination.

Common to All Job Descriptions:

Benefits: Employees at .50 FTE and above are entitled to the standard university staff benefits package. http://www.uh.edu/human-resources/benefits/benefits-glance/index.php
**Salary:** All job salary offers must be within the appropriate range for their pay grade, relevant to skills and experience.

### T4F8 Post-Doctoral Fellow 1 RSE 203

**Experience:** Less than 1 year  
**Skill Level:** Possesses, understands, and applies a comprehensive knowledge in area of specialization. Develops understanding and skills to allow for completion of assignments that cross fields of specialization. Develops leadership and management skills.  
**Duties:** Reviews progress and evaluates results of experiments under control or supervisory responsibility. Recommends changes in research procedure. May be responsible for a single highly technical and complex piece of research equipment.  
**Supervision:** Receives supervision. May plan for and assign personnel to projects under control. May review and evaluate the effectiveness of personnel. Operates with latitude for unviewed action.

### T4F6 Post-Doctoral Fellow 2 RSE 204

**Experience:** 1 or more years  
**Skill Level:** Possesses, understands, and applies a comprehensive knowledge in area of specialization. Develops understanding and skills to allow for completion of assignments that cross fields of specialization. Develops leadership and management skills.  
**Duties:** Reviews progress and evaluates results of experiments under control or supervisory responsibility. Recommends changes in testing or experimental procedures. May be responsible for a single highly technical and complex piece of research equipment.  
**Supervision:** Receives general supervision conferring with higher levels only in unusual situations. May plan for and assign personnel to projects under control. May review and evaluate the effectiveness of personnel. Operates with latitude for unviewed action.