

The Texas A&M University System Health Science Center

Guidelines for the Administration of Research Grants and Contracts NON-FACULTY EMPLOYEES IN TEMPORARY RESEARCH OR TRAINING POSITIONS (USE OF FORM 5G)

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Revised: September 2007

1. GENERAL

Positions for research and other project-specific staff members and post-graduate trainees are often supported by non-recurring (i.e., “temporary”) designated or restricted sources of funds that are derived wholly or in part from extramural sources. As these funding sources for specific projects or fellowship/training programs expire, the positions may no longer be required and support may be lost. This internal policy provides the process whereby positions of a temporary nature for research and other project-related staff members and post-graduate trainees may be established and filled.

The Form 5G mechanism facilitates the hiring of research and other project-related staff members and post-graduate trainees whose principal purpose and financial support are dependent primarily on a defined source or sources of extramural funding for a defined period of time. These positions are defined by the duration of the project and are supported by non-recurring extramural funds. The Form 5G mechanism makes it possible to recruit and fill positions for research and other project-related staff members and post-graduate trainees without creation of a permanent position within the Texas A&M University System. A proposed change in financial support for personnel who were initially hired using the Form 5G mechanism from extramural funds to recurring State funds may require creation of a new position and job reclassification according to standard employment procedures at the Health Science Center (see sections 2.2 and 4).

The Form 5G mechanism for establishing temporary positions for research and other project-related staff members and post-graduate trainees is not intended to circumvent existing human resources policies and guidelines. This internal policy is consistent with all of the Texas A&M University System’s posting procedures and equal opportunity guidelines as candidates are identified and hired.

2. HIRING PROCESS

- 2.1. A limited number of titles are routinely available for use in positions for research and other project-related staff members and post-graduate trainees (attachment). These job titles are well defined in terms of employee qualifications and job descriptions. Additional job titles may be added with the approval of the Vice President for

Research and Graduate Studies provided the position is clearly tied to a specific extramurally-funded grant project.

- 2.2. Generally, the source of funds identified for temporary research and training positions should be derived from extramural grant or similar discretionary funds only. Exceptions to this guideline, such as may occur with allocation of state-appropriated funds for faculty start-up, are possible but must be approved on a case-by-case basis by the Vice President for Research and Graduate Studies prior to any job offer.
- 2.3. Temporary positions for research and other project-related staff members must follow the normal posting requirements (i.e., posting of the position for a period of a minimum of five days). Titles exempt from this requirement include post-graduate training and research positions: Postdoctoral Research Associate, Temporary Research Assistant, Assistant Research Scientist, Associate Research Scientist, and Research Scientist.
- 2.4. Once a candidate is identified for hire, the Form 5G – TAMUSHSC Approval of Offer to Non-Faculty Employees in Temporary Research or Training Positions – should be completed.
 - 2.4.1. The employment period must be completed, including end date, in order to define the length of the temporary position. The employment period should be closely tied to the funding period of the source of funds.
 - 2.4.2. The time period for the position may be extended as the funding sources are renewed or extended. An extension of an existing research or training position requires the completion and approval of a new Form 5G.
 - 2.4.3. The visa status must be completed and accurate.
 - 2.4.4. All Form 5Gs must have approval signatures from the Principal Investigator; the Department Head; and the Dean or IBT Director, or designee.
 - 2.4.5. Final approval for all temporary research and other project-related personnel hired through the Form 5G process is required by the Vice President for Research and Graduate Studies.
 - 2.4.6. Once approved, the Form 5G is returned to a designated component administrator to be added to the candidate's personnel file
 - 2.4.7. Letters of offer to temporary research and other project-related staff members should include language that clarifies the time period of the position and the fact that it is contingent upon available funding.
 - 2.4.8. Once the position is accepted, the candidate proceeds through the standard process for employment at the Health Science Center.

3. SALARY INCREASES / PROMOTIONS

All salary increases and promotions for research and other project-related staff members must follow the standard salary increase or promotion procedures for all HSC employees.