Section 2 Subject 2.1 Policy 2.1.1	Postdoctoral Academic Policies Postdoctoral Certificate Program Postdoctoral Certificate Program	6/24/2010 - Originated Reviewed w/ changes – Reviewed w/o changes – GSBS - Author

Postdoctoral Certificate Program

Policy: Effective with the fall term of 2011, all postdoctoral appointees at UTMB must be enrolled in the Postdoctoral Certificate Program, under the Graduate School of Biomedical Sciences (GSBS), for at least 4 semester credit hours of each term of the academic year for the duration of their appointments. The GSBS pays all tuition and fees.

The program was established by the Office of Postdoctoral Affairs (OPA), housed in the GSBS, in Fall 2009. It consists of formal coursework designed to enhance career development and provide a transcript documenting it. Groups of courses that suit training needs for various career paths comprise the certificate programs. For the most part, courses are scheduled to avoid interfering with daily research in the lab. In fact, course credit is given for mentored research, which the postdoc does every day with the mentor's oversight. Other courses without classroom components are available, as well. With permission of their mentors (because of the time commitment) and the course instructors (because of priority for students), postdocs may register for GSBS courses in other graduate programs.

Certificates will be awarded after 12 semester credit hours (SCH), or three terms of 4 SCH each. The base certificate is for Critical Research Skills; other certificates will be awarded upon completion of the required coursework, as planned by the postdoc in conjunction with his/her mentor.

Procedure: Postdoctoral appointees link to the application instructions at http://gsbs.utmb.edu/postdocs/prospective/instructions-apply.asp and go from that page to the online application at http://www.utmb.edu/enrollmentservices/prospect/admissions_index.html (UTMB On-line Application). Enrollment Services requires a copy of the postdoc's verification of doctorate.

After processing the online application, Enrollment Services automatically registers each postdoc for 4 semester credit hours (SCH) in the Mentored Research course, and informs the postdoctoral scholar of the assigned student ID or P number, how to log on to the online information program, e-Connect, and the initial PIN. When open registration begins, the scholar may drop/add other courses instead of Mentored Research. Four SCH is the minimum requirement.

After applying, the postdoc also will be asked to review and sign the Americans with Disabilities Act acknowledgement form, and submit it to the OPA for record-keeping.

The timetable for implementation is as follows:

For Fall 2010, all first-year and second-year postdoctoral appointees must be enrolled in the GSBS for at least 4 SCH of certificate coursework for each term of the academic year, for the duration of the postdoctoral appointment. For Fall 2011, ALL postdoctoral appointees must be enrolled in the program for at least 4 SCH per term.