

Section 1	Postdoctoral Administrative Policies	May 2010 – Originated
Subject 1.2	Postdoctoral Compensation	July 2017 – Revised
Policy 1.2.1	Postdoctoral Pay Scale and Annual Increase	GSBS – AMcNees/TTaylor

Postdoctoral Pay Scale and Annual Increase

Policy: UTMB will, beginning September 01, 2017, use the NIH postdoctoral salary/stipend guidelines titled “Ruth L. Kirschstein National Research Service Awards (NRSA) Postdoctoral Stipends, Training Related Expenses, Institutional Allowance, and Tuition/Fees” to determine postdoctoral research appointees’ titles and salaries.

Assuming postdoctoral research appointees have made appropriate progress in their training (as evidenced in their annual performance evaluation), they will advance on the postdoctoral appointee career ladder, receiving title changes and commensurate salary increases annually. Said changes will be generally effective on the first day of each fiscal year.

Eligibility for advancement will be based on the number of full years of relevant experience each appointee will have amassed as of the start of the next fiscal year. Relevant experience that will generally be considered in determining the appropriate appointment level includes:

- Prior appointments as Postdoctoral Fellow, Postdoctoral Scholar, Postdoctoral Trainee or similar title
- Foreign research experience if similar to above
- Other mentored postdoctoral training that is research intensive, regardless of title (e.g. clinical fellowship or medical residency)

Progression on the postdoctoral appointee career ladder and concomitant salary increases based on experience do not exclude postdoctoral research appointees from consideration for additional compensation via traditional means (e.g. merit increases).

All proposals for research funding anticipating involvement of postdoctoral research appointees must budget salaries based on the NIH pay scale effective at the time of submission.

Procedure:

Postdoctoral research appointees employed at UTMB whose titles and/or compensation are not commensurate with their experience (as defined in the policy above) will receive an increase in salary to the appropriate level, effective September 01, 2017. They will, likewise, receive adjustments to their titles as appropriate.

From September 1, 2017 forward, postdoctoral research appointee titles and salaries will be reviewed annually by the Office of Faculty Relations. Appointees’ mentors and departmental

staff will be notified when postdoctoral research appointees in their areas are eligible for advancement on the career ladder (and requisite salary increases). Departmental staff will enter the transactions to affect title changes and salary increases as appropriate. Title changes and salary increases will generally be effective annually, on the first day of the fiscal year. Some changes may require a successful criminal background check or education verification.

The Office of Faculty Relations will evaluate the prior employment history of potential postdoctoral research appointees to ensure employment offers are extended at the appropriate level.

All research funding proposals (including re-funding grant proposals) that include salaries for postdoctoral research appointees will be reviewed by The Office of Sponsored Programs prior to submission to ensure that they are compliant with the above policy.

Requests for exceptions to this policy, including those based on lack of sufficient progress in training, must be submitted to the Chief Research Officer for review and approval.