

# **POSTDOCTORAL SCHOLAR HANDBOOK**

## **Introduction .....**1

A. Definition of a Postdoctoral Scholar

## **I. Infrastructure support for Postdoctoral Scholars...2-4**

- A. The Postdoc Office
- B. The Postdoctoral Advisory Committee (PAC)
- C. The UTHSC Postdoctoral Association (PhDA)
- D. The National Postdoctoral Association (NPA)

## **II. Financial Support and Benefits for Postdoctoral Scholars .....**5-11

- A. Salary information
- B. Insurance benefits
- C. University Health Services
- D. Outpatient Psychiatry Clinic
- E. Leave policies
- F. Retirement
- G. Housing
- H. Workers' Compensation

**III. Appointment and Training of Postdoctoral Scholar.....12-20**

- A. Duration of postdoctoral training
- B. Individual Career Development Plan and Annual Progress Report
- C. Integrity in the Conduct of Scientific Research (IP801)
- D. Required online training
- E. Outside employment
- F. Publications and intellectual property
- G. Renewal of appointment
- H. Resignation by postdoctoral scholar
- I. Probation and early termination of training by mentor
- J. Completion of postdoctoral scholarship

**IV. Other UTHSC work-place policies that apply to postdoctoral scholars.....21-23**

- A. Drug-free workplace
- B. The University of Tennessee System sexual harassment policy
- C. Accommodation for disabilities
- D. Grievances
- E. Scientific misconduct/research integrity

# **INTRODUCTION**

## **A. Definition of a Postdoctoral Scholar**

A postdoctoral scholar is an individual who typically comes to UTHSC to further training in a chosen discipline after recently obtaining his/her terminal degree (e.g., PhD, MD, DVM). This training is for a limited term, and is expected to last no more than five years with any given UTHSC mentor. A scholar may not exceed eight years training in total. Appointment as a postdoctoral scholar must be renewed annually before the anniversary date of his/her original appointment. Renewal will be based on satisfactory performance, the existence of funding, and programmatic need. Training is conducted in an apprenticeship mode where the scholar works under the supervision of an investigator who is qualified to fulfill the responsibilities of a mentor. A terminal certificate will be provided to all scholars who complete an exit survey, have completed their mandatory online training, and have filled out all Individual Development Plans/Annual Progress Reports.

Postdoctoral scholars are classified as regular exempt employees in compliance with the University of Tennessee (UT) benefits and work conditions as described below. Other individuals, such as Research Associates or Clinical Scholars/Residents do not fall in the category of postdoctoral scholars as defined by this handbook.

## **I. Infrastructure support for Postdoctoral Scholars**

### **A. The Postdoc Office**

The University of Tennessee Health Science Center (UTHSC) Postdoc Office was established in 2007 as a component of the Office of Academic, Faculty and Student Affairs, with the charge to provide appropriate infrastructure support for postdoctoral scholars (formally named postdoctoral fellows) and their mentors. In August 2011, the Postdoc Office was moved under the umbrella of the College of Graduate Health Sciences, which assumed all administrative and fiscal responsibilities of the Postdoc Office. The overall goal of the Postdoc Office is to help ensure and enhance the quality and quantity of postdoctoral scholars and their training experience. The Postdoc Office has specific responsibility for developing and overseeing policies that relate to postdoctoral scholar training and work conditions as outlined in the *Compact*, located on the Postdoc Office website:

[http://www.uthsc.edu/postdoc/pdfs/UTHSC\\_COMPACT.pdf.](http://www.uthsc.edu/postdoc/pdfs/UTHSC_COMPACT.pdf)

The Postdoc Office is housed in the 920 Madison Building, Room 807, with offices for both the Associate Dean, Dr. Monica M. Jablonski, and the Administrative Coordinator, Ms. LaShea Bridges. Contact information for the Postdoc Office is listed below:

#### **Mailing Address:**

Postdoc Office  
University of Tennessee Health Science Center  
College of Graduate Health Sciences  
920 Madison, #807 Memphis,  
TN 38163  
[postdoc@uthsc.edu](mailto:postdoc@uthsc.edu)

**Office Location:**

920 Madison Building, Room 807  
College of Graduate Health Sciences  
The Postdoc Office website: <http://www.uthsc.edu/Postdoc>

**Associate Dean**

Monica M. Jablonski, PhD, FARVO  
Postdoc Office  
University of Tennessee Health Science Center  
College of Graduate Health Sciences  
Professor, Department of Ophthalmology  
[mjablonski@uthsc.edu](mailto:mjablonski@uthsc.edu) 901-448-7572

**Administrative Coordinator**

LaShea Bridges  
UTHSC Postdoc Office  
College of Graduate Health Sciences  
[lashea@uthsc.edu](mailto:lashea@uthsc.edu)  
901-448-9407

**B. The Postdoctoral Advisory Committee (PAC)**

The Postdoctoral Advisory Committee (PAC) provides advice to the Postdoc Office. Its members include faculty, postdoctoral scholars, business managers, the Director of International Affairs, and the Faculty Senate Research Committee Chair. Committee members are appointed for three-year terms by the Associate Dean of the Postdoc Office in consultation with the past and current Committee members. The Committee meets monthly. A current list of PAC members can be found on the UTHSC PDO website: <http://www.uthsc.edu/postdoc/advisory.php>

## **C. The UTHSC Postdoctoral Association (PhDA)**

The UTHSC Postdoctoral Association (PhDA) was established in 2007 as an affiliate of the National Postdoctoral Association (NPA) and received an award for the best new NPA chapter in 2008. The PhDA sponsors research and career development seminars, research poster awards, and travel awards for postdoctoral scholars, as well as a variety of social events. Support for the PhDA is coordinated through the Postdoc Office. The PhDA officers hold monthly meetings with the Postdoc Office Associate Dean and Administrative Coordinator to discuss postdoctoral scholar needs, address problems and plan upcoming events. More information on the PhDA, including PhDA bylaws and membership application, can be found on the UTHSC PhDA website: <http://www.uthsc.edu/PhDA>.

## **D. The National Postdoctoral Association (NPA)**

The NPA is a member-driven organization that provides a unique, national voice for Postdoctoral scholars. The NPA is also a collaborative organization that seeks to work with all stakeholders to improve the postdoctoral experience in the United States. The mission of the NPA is to advance the U.S. research enterprise by maximizing the effectiveness of the research community and enhancing the quality of the postdoctoral experience for all participants.

UTHSC is a sustaining member of the NPA. UTHSC postdoctoral scholars may join the NPA at no cost as an affiliate, non-voting member by registering using their @uthsc.edu email address. Postdoctoral scholars may also join as individual dues-paying members and will receive their own vote.

The NPA hosts an Annual Meeting every spring, and NPA travel and childcare awards are available. Please visit the National Postdoctoral Association website at: <http://www.nationalpostdoc.org> for more information and to join.

## **II. Financial Support and Benefits for Postdoctoral Scholars**

### **A. Salary information**

Postdoctoral scholar salaries are based on the prevailing wage minimum recommended by the US Department of Labor Fair Labor Standards Act (FLSA). The current minimum salary of a Postdoctoral Scholar at UTHSC is \$47,476.

Postdoc will receive annual % raises given to all UTHSC employees. To receive an increase beyond the set amount by UTHSC, the mentor must confer with Office of Human Resources.

Postdoctoral scholars are exempt from certain wage and hour laws, such as a 40-hour work week. They do not receive overtime pay for hours worked over 40 hours per week, e.g., evenings, weekends and/or UTHSC Holidays. For any work performed or required during a UTHSC holiday, the Postdoc should coordinate with his/her mentor for pre-approval. In this instance, the postdoctoral scholar may take those days at a later time, subject to approval by the mentor.

Any employee who will be paid by UTHSC must have a Social Security Number (SSN), which must be reported on the I-9 form employment form. If the candidate does not have a SSN he/she must apply for one at a local office of the Social Security Administration.

Postdoctoral scholars who are paid by UTHSC are subject to mandatory federal and state taxes. Each postdoctoral scholar has the opportunity to indicate the number of federal withholding allowances when they complete the W-4 form or Employee's Withholding Allowance Certificate at the time of hire (Tennessee does not have a State tax). The withholding allowance may be changed at any time by completing a new form.

Any questions regarding US tax filings should be referred to the UTHSC Payroll Office at 901-448-5574 or contact the Internal Revenue Service at <http://www.IRS.gov>.

Payment through direct deposit is a condition of employment at the University. Direct deposit allows the net pay to be deposited to a bank of choice, provided that the bank is a member of the Automated Clearing House.

The hiring department will assist postdocs with all the paperwork necessary for employment.

## **B. Retirement**

Postdocs who are US citizens are eligible for retirement. Visa holders MUST sign-up through the Glacier Online Tax Compliance System to determine residency for tax purposes and to determine eligibility for retirement.

Postdocs who are non-US citizens on F-1 or J-1 visas must have resided in the US a minimum number of years to be eligible for retirement.

- 5 years for F-1 holders
- 2 years for J-1 holders

All other regular full-time employees, H1-B visa holders and Permanent Residents, are required to enroll in the Tennessee Consolidated Retirement System (TCRS) or Optional Retirement Program (ORP) plan.

Postdocs are eligible to enroll in 401(K)/457 or 403b plans. The postdoc may opt-out or change contribution rate at any time. UT contributes up to \$50 match monthly for a 401(K) account.

## C. Insurance benefits

Postdoc may choose insurance type/vendor when completing insurance enrollment paperwork. Postdoc insurance premium is paid monthly and will be automatically deducted from the monthly payroll check.

J-1 visa holders should enroll in Repatriation Insurance. Repatriation coverage is not included in UT employee health insurance premium. A separate policy is required for all J1 visa holders.

## D. University Health Services

University Health Services (UHS) welcomes UTHSC postdoctoral scholars. Details of services can be found on the UHS website: <http://www.uthsc.edu/univheal>. Health insurance will be filed for office visits and services at UHS. Postdoctoral scholars are responsible for deductibles required by insurance policies.

## **E. Outpatient Psychiatry Clinic**

UTHSC Outpatient Psychiatry Clinic is available to postdoctoral scholars to discuss issues with a licensed mental health providers (<https://www.universityclinicalhealth.com/other-practice-areas/>; scroll down to find Psychiatry). Call 901-448-2400 to schedule an appointment. Any and all information shared by a Postdoctoral Scholar is privileged and confidential.

## **F. Leave policies**

A postdoctoral scholar is recognized as a trainee committed to maximizing his/her research productivity and is expected to work extended hours as needed to achieve this goal. Postdoctoral scholars are not eligible for overtime pay. A set of workplace expectations regarding work hours, annual leave and sick leave will be formulated between the postdoctoral scholar and mentor at the onset of the postdoctoral training period.

## **Vacation**

Postdocs accumulate 2 days annual leave monthly up to 24 days yearly beginning employment start date. Unused days may be carried forward to the next calendar year. A maximum of 336 hours (42 days) may be carried forward from one calendar year to the next; any remaining days at year-end will become sick days. At Postdoc position end date, postdoc will receive cash payment for accrued annual leave

days (up to 336 hours); unless postdoc remains at UT in a different position.

## **Official UTHSC holidays**

Postdoctoral scholars are eligible for all UTHSC Official Holidays. A complete listing of UTHSC Official Holiday closings can be found at: <https://www.uthsc.edu/holidays/>.

## **Religious holidays**

Specific requests by the postdoctoral scholar for religious holidays should be discussed with the mentor. Such requests should be honored unless they cause undue hardship to the laboratory.  
Postdoctoral scholar must take annual leave.

## **Funeral/bereavement leave**

Postdoctoral scholars will be provided with funeral/bereavement leave that are consistent with standard practices on campus.

Approvals for funeral/bereavement leave will be equally applied to all postdoctoral scholars in the mentor's laboratory. Additional information regarding funeral/bereavement leave can be found at:  
[http://policy.tennessee.edu/hr\\_policy/hr0340/](http://policy.tennessee.edu/hr_policy/hr0340/).

## **Sick leave**

Postdoctoral scholars accumulate 1 day sick leave monthly up to 12 days yearly beginning employment start date. The mentor, on a caseby-case basis, will approve requests for sick leave. Sick leave is in addition to expected vacation time and administrative holidays and closings.

Sick leave may be requested for the postdoctoral scholar him/herself or to care for a child, spouse or parent. Approval for sick leave will be equally applied to all postdoctoral scholars in the mentor's laboratory.

Unused sick leave may be carried forward to the next calendar year. At Postdoc employment end, any unused sick leave is held in an inactive status and can be used as retirement service credit; unless postdoc remains at UT in a different position.

## **Sick Leave Bank**

The Sick Leave Bank is an opportunity for eligible postdocs to protect their income. The Sick Leave Bank may provide paid leave to bank members who have exhausted all of their own paid leave due to a personal illness or injury. Additional information may be found at:  
<https://uthsc.edu/hr/employee-relations/sick-leave-bank.php>

## **Family Medical Leave Act (FMLA)**

Postdoctoral scholars can be eligible for the FMLA. To be eligible, a postdoctoral scholar must have worked at UTHSC for the previous 12 calendar months (worked at least 1250 hours in the 12 month period prior to the first day of leave). If eligible, a postdoctoral scholar will be guaranteed up to 16 weeks of leave for a pregnancy and 12 weeks of leave for non-pregnancy-related illness. Sick and vacation time must

be used during FMLA leave. After sick and vacation times have been used up, the postdoctoral scholar will be placed on unpaid leave for the duration of the FMLA leave.

If a postdoctoral scholar is out on sick leave in excess of three work days, he/she must apply for FMLA, if he/she is eligible.

All FMLA paperwork must be processed through Human Resources. Details of FMLA and other medical/personal leave programs can be found at: [http://policy.tennessee.edu/hr\\_policy/hr0338/](http://policy.tennessee.edu/hr_policy/hr0338/).

## **Leave of Absence**

Postdoctoral scholars are eligible for Leave of Absence which includes: Family Medical Leave; Workers Comp; Personal; Educational; etc. Mentor must approve leave request prior to the Postdoc taking the leave.

## **Insurance coverage during Leave of Absence**

Payment for insurance coverage during leave of absence depends on the nature of the leave. Postdoctoral Scholars must check with Office of Human resources regarding the specific details.

## **G. Housing**

**On Campus:** Not available

**Off campus:** A private commercial company, Off Campus Partners, provides a resource to help postdoctoral scholars find housing for rent

or for sale. At no charge, postdoctoral scholars may search the Off Campus Partners website for housing, use the site for their own posting to find roommates, or post a single rental property (sublet or full unit). Please visit the UTHSC Off-Campus Housing website for more information: [www.uthscoffcampus.com](http://www.uthscoffcampus.com).

## **H. Workers' compensation**

The purpose of Workers' Compensation is to provide care and compensation to University employees who are injured or contract an occupational illness in the course of employment. The State of Tennessee Division of Claims Administration requires both an Accident and Supervisor Report to be completed for each job-related injury or illness. Additional information regarding workers' compensation may be found at: <https://www.uthsc.edu/hr/employee-relations/workerscompensation.php>.

## **III. Appointment and Training of Postdoctoral Scholars**

### **A. Duration of postdoctoral training**

Postdoctoral training in a given mentor's lab is expected to be completed within five years. The maximum duration for postdoctoral scholarship training is a total of eight years. Plans to extend for a short time beyond five years in a given mentor's lab should be discussed with the Postdoc Office and may be approved on a case-by-case basis. The Postdoc Office will send letters to the mentor and postdoctoral scholar to remind them of the deadline prior to the completion of the scholarship.

## **B. Individual Career Development Plan and Annual Progress Report**

The Postdoc Office will provide an opportunity for mentors and postdoctoral scholars to fill out an individual development plan (IDP) using the following link: <https://myidp.sciencecareers.org/>.

A completed IDP is required to be submitted to the Postdoc Office within 2 months of joining UTHSC. The IDP can be updated at any time during the postdoctoral scholarship.

The Postdoc Office also requires an Annual Performance Review (APR). An email will be sent to all postdoctoral scholars and mentors that will provide instructions on how to access the APR form. The mentor should discuss the review with the postdoctoral scholar and summarize the discussions. The annual APR is required to be filled out by both the postdoctoral scholar and mentor before the annual appointment will be renewed. The Postdoc Office will keep a copy of the APR on file. The postdoctoral scholar is not required to send a copy to the Postdoc Office.

A copy of the annual APR should be retained by mentor and postdoctoral scholar for their records.

## **C. NIH-required Integrity in the Conduct of Scientific Research Training**

"NIH requires that all trainees, scholars, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research." (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD->

10019.html). If you are in doubt if you are required to receive RCR training beyond the UTHSC-required RCR CITI training, please have your mentor contact his/her NIH program officer and the Postdoc Office.

## **D. Required online training 1. Individual Career Development Plan**

Postdoctoral scholars are required to fill out an Individual Development Plan (IDP) using the following link: <https://myidp.sciencecareers.org/>. A completed IDP is required to be submitted to the Postdoc Office within 2 months of joining UTHSC. The IDP can be updated at any time during the postdoctoral scholarship.

## **2. Responsible Conduct of Research (RCR) Training**

The UTHSC Postdoc Office sponsors online Collaborative Institutional Training Initiative (CITI) RCR training that is required of all postdoctoral scholars. Completion is required within two months of each postdoc scholar's start date, or sooner if the postdoctoral scholar is to conduct human subjects research under the review of the UTHSC Institutional Review Board. Below are the instructions for completing CITI RCR training:

Instructions:

Go to [citiprogram.org](http://citiprogram.org)

Use the SSO option and use your UTHSC username and password to login.

At the bottom of your CITI homepage select “Add a new course”.

Learner Tools for University of Tennessee Health Science Center - Memphis

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Question 1 will appear.

Select “Not at this time.” Continue selecting “Not at this time” until you reach Question 4.

---

## Question 4

---

### Responsible Conduct of Research

Basic responsible conduct of research (RCR) is required of all post-doctoral trainees at UTHSC or other students, trainees, faculty or staff as assigned by their department or training program. In addition, NIH requires that applicants for all training grants (except T36 or as noted in the FOA) must provide responsible conduct of research training information. If you are taking RCR training for the first time at UTHSC, please select the Basic course. Select the RCR refresher course if you have previously taken the basic course and have documentation.

Choose one answer.

- Basic Responsible Conduct of Research  
 Responsible Conduct of Research Refresher  
 Not at this time
-

Select “Basic Responsible Conduct of Research” unless you have already taken this course. If such is the case, select “Responsible Conduct of Research Refresher”.

Continue through the questions, selecting “Not at this time” until you reach the end.

You will then have access to your course(s).

Make sure that your uthsc.edu email is listed in your CITI profile.

### **3. AALAS (American Association for Laboratory Animal Science) training**

AALAS training is required of all postdoctoral scholars that will be working with animals. Completion is required within two months of each postdoc scholar’s start date, or sooner if the postdoctoral scholar is to conduct animal research under the review of the Animal Care and Use Committee (ACUC). Below are the instructions for completing AALAS training:

- Modules (required and elective) are selected by mentor and Institutional Animal Care and Use Committee (IACUC) office
- The administrator in the IACUC office will work with you and your mentor to get you certified

### **4. Safety Training**

Safety training is required of all individuals on the UTHSC campus. Details can be found at: [www.uthsc.edu/research/safety/training.php](http://www.uthsc.edu/research/safety/training.php).

Click on the UTHSC Researcher/Staff Training Requirement Checklist link to determine which specific training you are required to perform based on your activities on the UTHSC campus.

## **5. Conflict of Interest (COI) Training**

COI training is required to be listed on NIH grants, regardless of the Principal Investigator. COI training is coordinated through Research Administration. Below are the instructions for completing COI training:

- Log on via www.citiprogram.org and create an account, if you do not already have one
  - Go to section "My Learner Tools for University of Tennessee Health Science Center–Memphis"
  - Click on the link "Add a Course or Update Learner Groups" ▪ This will bring up the required modules.

An average score of 80% must be achieved on all 3 modules to receive a certificate. Postdoctoral scholars should send a copy of certificate of completion to Postdoc Office. Must be completed within 2 months of start date.

## **6. Health Insurance Portability and Accountability Act (HIPAA) training**

Health Insurance Portability and Accountability Act (HIPAA) training is required of all Postdoctoral Scholars within two months of start date. Postdoctoral scholars should send a copy of scores to Postdoc Office. HIPPA training can be obtained at:

<https://www.uthsc.edu/compliance/training.php>.

Should you have any questions or technical difficulties that you are unable to resolve, please contact the Institutional Compliance Office via [email](mailto:institutional.compliance@uthsc.edu) ([institutional.compliance@uthsc.edu](mailto:institutional.compliance@uthsc.edu)) or at 901.448.8469.

## **E. Outside employment**

Outside employment must not interfere with primary research and training obligations and must comply with all relevant University policies including those on conflict of interest, conflict of commitment, and intellectual property, and must comply with the rules of the funding source.

In most cases, federal law prohibits foreign nationals from working outside UTHSC.

## **F. Publications and Intellectual Property**

Postdoctoral scholars are expected to write manuscripts from their research and submit for publication in a timely manner. The laboratory policy of authorship on manuscripts should be discussed with the mentor at the outset of training. Typically, authorship requires the contribution of at least one figure or piece of data critical to the publication of the manuscript. For a first authorship in a manuscript, scholars are required to be the primary contributor of the study and play major role in experimental work, data processing and manuscript writing.

A postdoctoral scholar's contribution to the development of any intellectual property (IP) will be recognized in accordance with UTHSC and the University of Tennessee Research Foundation (UTRF) policies. To be allocated rights to an invention, the postdoctoral scholar

must have contributed to the intellectual development of the IP. Technical contributions will typically not be allocated rights to IP.

## **G. Renewal of appointment**

At the end of the initial appointment term, the appointment as Postdoctoral Scholar may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

A current APR must have been completed by both the postdoctoral scholar and mentor before an appointment renewal will be approved by the Postdoc Office.

## **H. Resignation by postdoctoral scholar**

If a postdoctoral scholar decides to resign prior to the completion date set by the mentor, he/she should discuss the timing of this termination with his/her mentor. Notice should be given to the mentor at least thirty days prior to the planned resignation in order to assure a smooth transition of laboratory duties. The mentor should confirm the acceptance of the resignation in writing.

A postdoctoral scholar leaving employment has the obligation to leave the research records, laboratory reagents etc. in a condition that will allow continuation of the project and ensure compliance. A postdoctoral scholar must also turn in his/her ID and keys to the appropriate departments. If this does not occur, the postdoctoral scholar's final

paycheck may be held until research records and returned items are in compliance.

A copy of the resignation letter must be provided to the Postdoc Office.

## **I. Probation and early termination of training by mentor**

HR0135 – Probationary Period policy covers situations involving probationary periods, early termination, and the associated procedures. More information can be found by visiting the HR0135 – Probationary Period policy page at: <https://policy.tennessee.edu/policy/hr0135-probationary-period/>.

## **J. Completion of postdoctoral scholarship**

It is the mentor's responsibility to support and, when possible, assist in the postdoctoral scholar's transition to the next stage of his/her career. When the mentor concludes that the training is nearing its conclusion, he/she should meet with the postdoctoral scholar to discuss a transition plan. Following this meeting, the mentor should provide the postdoctoral scholar with written confirmation of the agreed-upon completion date, and written plans for transition of lab duties. The mentor should confirm that research records, laboratory reagents, etc. are in a condition that will allow continuation of the project and ensure compliance. It is expected that this notice will be provided to the postdoctoral scholar at least three months prior to the anticipated transition date, unless precluded by extenuating circumstances such as changes in the availability of funding.

Copies of completion letters and/or of the mentor's plans for termination must be provided to the Postdoc Office.

## **Exit Survey**

Upon leaving a postdoctoral scholarship position at UTHSC, each postdoctoral scholar should complete an exit survey. Information from the survey will be used in a confidential manner to help enhance the postdoctoral program for future postdoctoral scholar and mentors. A copy of the exit survey can be found at:  
[https://uthsc.co1.qualtrics.com/jfe3/preview/SV\\_b0Y7ymolfrJtZP.](https://uthsc.co1.qualtrics.com/jfe3/preview/SV_b0Y7ymolfrJtZP)

## **Training Certificate**

Certificates will be generated for all postdoctoral scholars when they leave the UTHSC postdoctoral scholarship program. The certificate will be provided upon completion of the exit survey. All relevant IDP/APRs and all mandatory online training must be completed prior to generation of the certificate. The certificate will state the postdoctoral scholar's name, department and the dates that he/she was a postdoctoral scholar on the UTHSC campus.

## **IV. Other UTHSC work-place policies that apply to Postdoctoral Scholars**

### **A. Drug-free workplace**

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on university property or during university activities.

Violation of this policy is grounds for disciplinary action—up to and including immediate discharge for an employee and permanent dismissal of a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or alcohol abuse assistance or rehabilitation program.

Individuals who are paid by the University of Tennessee from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The university is, in turn, required to inform the granting or contracting agency of such violation within ten days of the university's receipt of notification. UTHSC's policy can be found at: <https://www.uthsc.edu/hr/employee-relations/drug-free.php>

## **B. The University of Tennessee System sexual harassment policy**

1. The University of Tennessee unequivocally opposes the sexual harassment of its employees. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:*

- a. *submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;*
  - b. *submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or*
  - c. *such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*
2. The university prohibits any retaliatory action against an employee for opposing an action that he or she believes to be sexual harassment, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency.
3. Each unit will provide training for its employees on what constitutes sexual harassment and will provide a procedure to handle complaints of sexual harassment and other complaints of discrimination.

(Title VII Civil Rights Act of 1964; Title IX, Educational Amendments of 1972)

For more information or assistance, please contact:

Office of Access and Compliance (OAC)

920 Madison Avenue, Suite 825 Memphis, TN 38163

(901)448-2112

<https://www.uthsc.edu/access-compliance/sexual-harassment.php>

## **C. Accommodation for disabilities**

In accordance with University of Tennessee Health Science Center Personnel Procedure #220 and University of Tennessee System Policy HR0220, Equal Employment Opportunity and Affirmative Action, reasonable accommodations will be made for otherwise qualified disabled veterans and persons with disabilities. This policy applies to residents with disabilities. The University of Tennessee Health Science Center is required to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and is committed to providing a campus, which is accessible to everyone. Information on rights under these laws is available through the Office of Access and Compliance (OAC) 920 Madison Avenue, Suite 825 Memphis, TN 38163 (901)448-2112, or online at: <https://www.uthsc.edu/access-compliance/disabilities.php>

## **D. Grievances**

Grievances are filed in response to actions/decisions that affects one's pay and Complaints are filed based on one's protected characteristics are being violated based on UTHSC policy.

1. A postdoctoral scholar with a grievance should first discuss the grievance with one of the following people: his/her faculty mentor, the department Chair, the Associate Dean of the Postdoc Office, Dean of Graduate School, Associate Vice Chancellor of Human Resources If the grievance cannot be resolved informally, then the postdoctoral scholar can file a formal grievance through the Office of Access and Compliance (OAC) at <https://www.uthsc.edu/access-compliance/file-complaint.php>

## **E. Scientific misconduct/research integrity**

The primary mission of science is to produce ideas. Because this “product” is a virtual commodity and not a real one, scientific ideas may be vulnerable to cheating. Plagiarism, misrepresentation, purposeful selection of data to fit preconceptions, unbridled investigator bias—there are many ways to produce false science.

UTHSC Research Misconduct Policy and Procedures covers situations involving fabrication, falsification or plagiarism may be reviewed by going to the Statement of Policy on Misconduct in Research and Service website at <https://www.uthsc.edu/postdoc/conduct.php>.

More information for research integrity may be found at Office of Research Integrity, US Department Health and Human Services: <http://ori.hhs.gov>.

Additional UT employment policy information and updates can be found at: <https://policy.tennessee.edu/policytech-policies/pt-sw-hr/>.