



# UNIVERSITY OF MARYLAND


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OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

## MEMORANDUM

**DATE:** May 7, 2015

**TO:** Deans, Directors, and Department Chairs

**FROM:** Mary Ann Rankin   
Senior Vice President and Provost

**SUBJECT:** Use of Re-purposed Cat-25 for Post-Doctoral Scholar Positions

In response to concerns about the prohibition of the use of Cat-25 beyond FY15, the Senate and the Office of the Provost have developed a solution that will allow for a very specific use of a re-purposed Cat-25 appointment, namely for a new position of Post-Doctoral Scholar. Please refer to the following when using the new title to make appointments in the re-purposed Cat-25.

### Phase 1: July 1, 2015 – June 30, 2016

- Cat-25 appointments will be limited to Post-Doctoral Scholars.
- Post-Doctoral Scholars supported on contracts or grants will be appointed as Cat-25.
  - Post-doctoral Scholars supported by fellowships will be appointed as non-paid Cat-37 and, accordingly, are not eligible for benefits. This appointment process continues the current practice of appointing post-doctoral fellows as Cat-37s.
- Initial appointments as a Post-Doctoral Scholar at UMD will typically be no more than 3 years post PhD. Exceptions must be approved by the Provost.
- Post-Doctoral Scholar appointments will be for 1-3 years, renewable to a maximum term of 3 years. (If the initial appointment is for 3 years, the maximum term as Post-Doctoral Scholar has been reached, and the appointment cannot be renewed.)
- Cat-25 is a benefits-eligible category with the exception of tuition remission, which will not be offered to Post-Doctoral Scholars.
- Employer subsidies for health insurance and retirement will be processed as additions to salary.
- All appointments in Cat-25 will use a fixed contract provided by the Office of Legal Affairs through the Office of Faculty Affairs.
  - With the exception of tuition remission, the benefits package will be the campus standard for faculty appointments, including the standard health insurance subsidy, 7.25% retirement subsidy, and for 12-month appointments, the standard holiday, annual, and personal leave accruals.

### Phase 2 – Beginning July 1, 2016

- Benefit subsidies will be processed automatically through payroll as they are for other employees.
- All other terms and conditions of Cat-25 appointments will remain as above.

For more information on Post-Doctoral Scholar appointments using the re-purposed Cat-25 category, contact Mark Arnold in the Office of Faculty Affairs: [mdarnold@umd.edu](mailto:mdarnold@umd.edu), or 301-405-7605.