

NONRESEARCH NONEMPLOYEES

Nonemployee Job Title	Job Profile Overview	UT Examples	Job Duration Limit (years)	CNS HR Examples (not exhaustive)	What documents should be uploaded to the assignment in Workday?	What should be in the Workday business process comments?
Independent Contractor - A003	Often thought of as vendors, these individuals are not employees, are not supervised by the university, and do not have appointments. They conduct business with the general public, have other clients, and pay their own employment taxes. To determine if a person should be treated as an "independent contractor," ask the following questions: 1. Is the individual an invited guest lecturer who has worked as such less than four times in the past year? 2. Has the individual provided the same or similar service as an ongoing business to other unrelated entities in the last 12 months, and does the university have no control over the materials they use? 3. Has the individual provided the same or similar service as an ongoing business to other unrelated entities in the last 12 months, and does the university have no control over the materials they use? 4. Will the individual serve in an advisory or consulting capacity with a university professor or employee? 5. Will the department rely on the individual's expertise instead of providing guidance on the required work? 6. Can the individual set the number of hours and/or days of the week they will work? If you answered YES to any of these questions, you should treat this individual as an independent contractor. Contact: Office of Accounting (oa.croberts@austin.utexas.edu) or 512-471-7820.	Professional facilitators, contract trainers	1	Individuals who provide services to the university, other agencies, and invoice for their services.	none	Full description of the work.
Volunteer - A008	Individuals who perform services without financial compensation	Museum docents, guides, unpaid student interns		Lab volunteers who are not participating in research endeavors (administrative, glassware cleaning, etc.); animal care volunteers	none	Full description of the work.
AmeriCorps Member - A013	Members of AmeriCorps	Used in the Dana Center	N/A	Used in the Dana Center	none, unless a financial transaction is being processed	Description of the transaction.
Graduate Student Fellow - A015	UT Graduate students on fellowship		N/A	All CNS graduate students who receive a fellowship	none	

RESEARCH NONEMPLOYEES

Visiting Researcher/Scholar - A006	Visitors from corporations or academic institutions who are self-funded or independently funded by a third-party source such as a grant or other institution. Visitors typically initiate request for nomination and collaborate on research that may benefit their own research endeavors in addition to furthering the University's mission.	Visiting researchers, scholars, and scientists	2	Bachelor's holders or higher, including graduate students from other institutions visiting to conduct research with a UT faculty member or researcher.	<a href="https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars">https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars</a>	Please see CNS HR site and follow instructions based on Visual Compliance status of your dept.
Visiting Student - A007	Students who assist researchers, are <b>not</b> a UT Austin student, and either have <b>not</b> completed a bachelor's degree or are in residence at the university for less than two weeks (i.e., do not qualify for the Visiting Research/Scholar title).	Students who assist with lab research	2	Undergraduates of other universities or High School students visiting to conduct research with a UT faculty member or researcher.	none	undergraduate classification, name of university
Research Affiliate - Postdoctoral - A010	Recent Ph.D. graduates (within three years) who are self-funded or independently funded by a third-party source such as a grant or other institution. Postdoctoral Fellows are typically recruited by a member of the university's faculty or research body to further the university's research endeavors.		5	Postdocs arriving on fellowship, or previously paid postdocs going onto a fellowship.	* Individuals must meet Postdoctoral Fellow requirements and documentation. <a href="https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars">https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars</a>	Standard Postdoc Fellow remarks (review website for instructions)
Research Affiliate - Research Fellow - A011	Research Fellows have at least three years of research experience (post-Ph.D.), and plan to return to their home institutions after brief collaborations at the university. They are self-funded or independently funded by a third-party source such as a grant or other institution. Research Fellows are typically recruited by a member of the university faculty or research body to further university research endeavors. Research Fellows may request co-Principal Investigator status from the Office of Sponsored Projects.		2	* Postdocs whose degree has not been conferred. * Researchers who do not hold a PhD and/or do not qualify for a postdoc title. * External researcher or entry-level faculty member.	<a href="https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars">https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars</a>	Standard Research Fellow remarks (review website for instructions)
Research Affiliate - Sr Research Fellow - A012	Senior Research Fellows have established research careers at other institutions, to which they plan to return after brief collaboration at the university. They are self-funded or independently funded by a third-party source such as a grant or other institution. Senior Research Fellows are typically recruited by a member of the university's faculty or research body to further university research endeavors. Senior Research Fellows may request co-Principal Investigator status from the Office of Sponsored Projects.		2	Established external researcher or senior level tenured faculty member.	<a href="https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars">https://cns.utexas.edu/deans-office/business-services/human-resources/research-titles#unpaid-research-affiliates-and-visiting-scholars</a>	Standard Research Fellow remarks (review website for instructions)