



Academic No-Pay (ACNP) Appointments

fap-adm-0012

About This Policy

Effective Dates:

10-01-2022

Last Updated:

09-30-2022

Responsible University Administrator:

Executive Associate Dean for Faculty Affairs and Professional Development

Policy Contact:

Associate Director, Faculty Systems

Scope

For those individuals seeking an academic no-pay (ACNP) appointment at Indiana University School of Medicine (IUSM).

Policy Statement

IU and IUSM support a variety of Academic No-Pay (voluntary) appointments when appropriate; individuals holding such appointments support the research and education missions of IUSM in many ways. This document provides guidelines regarding the appropriate use of ACNP appointments, with particular emphasis on appointments involving foreign nationals, research collaborators, interns, and observers.

Reason For Policy

To ensure IUSM is compliant with United States labor laws and United States Visa laws and policy while still allowing for appropriate learning experiences, teaching contributions and research collaborations.

Procedure

ACNP appointments are not necessary for individuals with active, full-time employment outside of IU who need access to systems for the purpose of collaborating with IU faculty on research or other projects. These individuals may be given appropriate access to IU systems/email/etc. via IU's [IT affiliate access](#) process.

For individuals that do not meet the criteria outlined below for an ACNP appointment but still require access to University systems, please submit an [Affiliate Account MOU Submission form](#) for approval. Once approved, the faculty sponsor should proceed to the [Affiliate Accounts](#) application in One.iu.edu and submit the request to add IU affiliate form. IT affiliate accounts should be requested and sponsored by the IUSM faculty sponsor and not a staff member.

ACNP appointments may be appropriate under the following circumstances:

Adjunct Clinical Faculty

Individuals who have active, full-time employment in the United States and are dedicating time to teach IUSM learners (i.e., clinical preceptors).

- Refer to the [IUSM Adjunct or Affiliate Faculty policies](#) for appointment requirements, processes and available titles
- NOTE: individuals on certain types of visa's may be restricted from volunteering. The hiring unit is responsible for checking the appointee's citizenship status and confirming eligibility to volunteer with IUPUI Office of International Affairs and with IUSM Faculty Affairs, when applicable.

Visiting Scholars

Individuals from outside of Indiana University who are pursuing specialized training that meet the following criteria:

- Degree: Are enrolled in a doctorate degree granting program or have already earned a doctorate (other comparable terminal degree).
- Purpose: Individuals that are sponsored by an external institution to pursue specialized training at IUSM
- Supervision:
 - Receive a formal invitation by a specific faculty member in an IUSM department
 - Be supervised for the term of the visit by a specific faculty member in an IUSM department
- Term: Be appointed for no less than one month and not more than two calendar years
- Documentation:
 - [Visiting Scholar MOU](#)
 - Documentation from external sponsor (at time of MOU submission)
 - Personal Profile Form (PPF) – (at time of hire)
 - Curriculum Vitae (CV) – (at time of hire)
 - Appropriate visa and OIA approvals as needed for foreign nationals (at time of hire)

Postdoctoral Appointees/Fellows

Postdoctoral fellows should not be given ACNP appointments.

- The exception to this may be if a postdoc is in receipt of a training grant (for example, a T32 or K-grant) or has a fully funded grant fellowship (for example, an American Cancer Society Postdoctoral Fellowship). In this case, Visiting Scholar is the appropriate no pay category.
- Refer to [Graduate Division policies](#) for more information about full-time paid postdoc positions. Financial support that a postdoc is receiving from a home institution should not be subtracted from the minimum salary that must be paid to the postdoc.

Student Intern No-Pay (STN)

Students from outside of Indiana University who are pursuing an internship that meet the following criteria:

- Degree: Have earned a Bachelor's degree and are pursuing a Master's degree
- Purpose: Internship with or without course credit:
- Supervision:
 - Receive a formal invitation by a specific faculty member in an IUSM department
 - Be supervised for the term of the internship by a specific faculty member in an IUSM department
- Term:
 - Internship with course credit: Be appointed for no less than one month and not more than one calendar year

- Internship without course credit: Be appointed for no less than one month and not more than three calendar months (i.e., summer or scholastic break)
- Documentation (submitted at the time of hire):
 - No MOU is required for STN
 - Personal Profile Form (PPF)
 - Curriculum Vitae (CV)
 - Appropriate visa and OIA approvals as needed for foreign nationals

Interns/Observers

For individuals that have not earned a bachelor's degree, please contact your unit's assigned human resources professional for information on how to request a no-pay intern or observer experience.

Other

If you have a unique situation that is not addressed above, please contact IUSM Faculty Affairs at acadadm@iu.edu to request a review for an ACNP appointment.

Forms

[Visiting Scholar MOU Template](#)

[Affiliate Account MOU Submission Form](#)

History

1. Policy created 01 November 2021.
2. Policy approved by IUSM deans 28 September 2022.
3. Policy approved by IUSM Academic Department Chairs 05 December 2022.