

<b>TRAINING PROGRAM POLICY</b> for Michigan Medicine/VA Ann Arbor Healthcare System Network of Postdoctoral Training Programs in Psychology		
<b>Recruitment and Selection Policy</b>		
Date Initiated: 09/01/2018	Last Revision: 07/10/2019	PTC Approved: 05/06/2022

**A. POLICY STATEMENT/PURPOSE**

Michigan Medicine and the VA Ann Arbor Healthcare System strive to train learners from diverse backgrounds to attain advanced competencies in health service psychology. Fellowship training will enable them to function at high levels in a variety of professional settings. To achieve this goal, the Michigan Medicine/VA Ann Arbor Healthcare System (MM/VAAHS) Network of Postdoctoral Training Programs in Psychology seeks to recruit and select well-qualified, motivated candidates.

The accredited training programs within the Michigan Medicine/VAAHS Network are highly competitive and attract a wide range of applicants. Primary responsibility for selecting candidates lies with the Program Directors, with oversight and support from the Network Director.

Michigan Medicine and VAAHS are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or military Veteran status. This program policy is consistent with the [nondiscrimination policy](#) governing the University of Michigan, an equal opportunity/affirmative action employer that complies with all applicable federal and state laws regarding nondiscrimination and affirmative action.

**B. RECRUITMENT AND SELECTION PROCESS**

1. Each year in September/October, programs within the Network advertise for available postdoctoral positions through a variety of mechanisms (e.g., UPPD, APPIC website, Listservs) and make updates to publicly available program materials.
2. To be minimally eligible for a postdoctoral position within the Network, applicants must meet the following criteria:
  - a. Applicants for postgraduate training must be graduates of APA- or CPA-accredited clinical or counseling psychology graduate programs. A listing of colleges and universities for which degrees will be accepted by the Network can be found on the APA (<http://www.apa.org/ed/accreditation/programs/index.aspx>) and CPA (<https://www.cpa.ca/accreditation/CPAAccreditedprograms/>) websites.
  - b. Applicants for postgraduate training must be graduates of APA- or CPA-accredited clinical or counseling psychology predoctoral internship programs. A listing of accredited programs can be found on the APA (<http://www.apa.org/education/grad/internship.aspx>) and CPA (<https://www.cpa.ca/accreditation/CPAAccreditedprograms/>) websites.

- c. Applicants to Michigan Medicine-based positions must be US Citizens, Legal Permanent Residents (i.e. green card holders), or must hold visa status consistent with the Network's [Immigration Status Sponsorship Policy](#).
  - d. Applicants to VA-based positions should refer to <https://www.psychologytraining.va.gov/eligibility.asp> for minimally eligible criteria.
3. Interested trainees begin the application process by submitting a formal application, available on the program website (<https://medicine.umich.edu/dept/psychiatry/education/psychology-postdoctoral-training>), which is due in December each year. A completed application includes the following components: (1) completed application cover sheet; (2) a detailed cover letter describing training aims and their relationship to career goals, clinical and research training background in Psychology, and commitment and experiences with diverse populations; (3) curriculum vitae; (4) Graduate School transcript; (5) Letter of Support from graduate program Director of Clinical Training (DCT) attesting to readiness for graduation; (6) Three (3) letters of recommendation, at least one of which is from a clinical supervisor who can address preparation for advanced training in their chosen area of specialization.
4. All applications are reviewed by the Program Directors and designated training faculty within each program who form each program's selection committee. Applicants judged by each program's selection committee to be the most outstanding are invited to interview. No absolute criteria are used to decide who is/is not invited to interview, but critical areas of evaluation include academic performance, clinical and research training, letters of recommendation, and alignment of interests with the training program. In general, applicants must show evidence of academic excellence; clinical and research interests in the field of psychology; a high level of professionalism; high ethical standards; excellent interpersonal and communication skills; potential for completion of the program; and potential for the practice of psychology.
5. Applicants who are eliminated from consideration after the review of applications will be notified in writing by the Program Director.
6. Interviews may be conducted in-person or via another format (e.g., videoconference, telephone) at the discretion of the training program and with consideration given to the needs and schedules of all parties involved. Interviewees will generally communicate at a minimum with the Program Director, other faculty affiliated with the training program, and current postdoctoral trainees.
7. Interviewers complete independent evaluations of each interviewee and submit them to the Program Director. At the conclusion of interviews, the training program selection committees meet to rank all of the applicants and establish a final rank order list.
8. Offers for a postdoctoral position are initially extended by each Program Director. The following training programs within the Network follow the postdoctoral selection guidelines set forth by the Association of Psychology Postdoctoral and Internship Centers (APPIC): Clinical Psychology Consortium, Clinical Child Psychology, and SMITREC VA Fellowship Program in Mental Illness

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Treatment and Research (SMITREC). The Clinical Neuropsychology Consortium is not required to follow these selection guidelines. Consistent with APPIC guidelines, an accepted offer is considered binding to the extent that it represents a professional commitment for the applicant and program.

9. Applicants who accept offers to any of the training programs are sent an official offer letter that details the nature and requirements of the postdoctoral position, which includes appointment as an Advanced Post-Graduate Trainee (APT) appointment within Michigan Medicine, University of Michigan. These letters must be signed and returned to the Program Director.
10. The APT appointment is not complete until an applicant has completed the credentialing process, which currently includes (1) successful completion of a background check and pre-employment drug screen, (2) verification of employment eligibility; and (3) verification of COVID-19 vaccination in compliance with organizational policies or approval for religious or medical exemption.