

# A Practical Guide to Managing UGA Postdoctoral Research Positions: Instructions and FAQs

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## Where can I find the Postdoctoral Policy and other postdoc-related documents, forms and templates?

The Office of Postdoctoral Affairs webpage (<https://research.uga.edu/opa/>) contains links to the [Policy for Postdoctoral Appointments](#) and other postdoc-related information under “Documents” at the bottom of the page.

Other postdoc-related documents on the OPA webpage include the offer letter templates, mid-year salary increase request form, hiring proposal cover form, this guide and others.

Links to these documents can also be found on the main Office of Research Forms and Policies page (<https://research.uga.edu/documents/>) under “Postdoctoral Affairs”.

Prospective and current postdoctoral scholars can visit the [Postdoc Portal](#) (<https://postdocs.uga.edu/>) to find information and resources that will enhance the postdoctoral experience at UGA. Unit Administrators can also link back to the OPA webpage from the home page of the Postdoc Portal.

## How do I hire/appoint a postdoc in UGAJobs?

The Office of Postdoctoral Affairs (OPA) has created the following instructions as a guide through OPA-specific policy and procedure of appointing a UGA postdoc.

[Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators](#)

Please make sure to read all notes and instructions included in the guide. If you still have questions after reviewing this document, please email [opa@uga.edu](mailto:opa@uga.edu).

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**Postdocs are required to have a terminal degree. Can the hiring unit give an offer and process the Hiring Proposal before a candidate completes all the degree requirements?**

If a candidate still needs to defend and/or complete other requirements then OPA has steps in place to help with extending an offer and processing the Hiring Proposal (HP):

1. Email our office at [opa@uga.edu](mailto:opa@uga.edu) with the candidate's defense date and the target start date. **The defense date must be prior to the start date.**
2. Then you can start the [process as normal](#) to appoint the postdoc.
3. **The offer letter to the person must include a Ph.D. contingency statement:** "This offer is contingent on the successful completion of your doctoral."
4. When you submit the HP include the email communications with our office in lieu of the evidence of degree in the HP documents.
5. Please also list in the Comments section in the HP the date the postdoc will defend.
6. Our office will review and approve the HP and make note that the evidence of degree is needed by the start date.
7. When the evidence of degree is available after the defense date please send that to our office for the postdoc's file.
  - a. The evidence of degree can be an official letter from the major professor, grad school or other official at the institution, the defense "grade sheet" or other document that shows or certifies that the defense was passed.
  - b. If the defense grade sheet shows "pass with revisions" then the grade sheet must be accompanied by an official letter stating that the revisions were submitted and accepted.

## **Our unit needs a current research-only postdoc to teach a class. How do I appoint an existing Postdoctoral Associate AD (research only) to a Postdoctoral Associate AC (research and teaching as Instructor of Record)?**

Normally, this would require a new position, posting and HP. However, this transition can now occur via an Evaluate action in UGAJobs. There are still some requirements that must be met. Please see the steps below.

1. Use the Evaluate action to change the BCAT of the postdoc to 206X00.
2. Upload the required documents to appoint to this position to the Evaluate action:
  - a. [Postdoc HP Cover Form](#) (**Appointments to research and teaching/Postdoc Associate AC positions must be signed by the Dept Head and Dean, as applicable to the college**)
  - b. Offer letter with signed acceptance. [Research and Teaching offer letter templates can be found here](#) (select either [Postdoc Research and Teaching Offer Letter Template-Open Term](#) OR [Postdoc Research and Teaching Offer Letter Template-Defined Term](#))
  - c. Updated CV
  - d. **Official transcripts – these are to be sent directly to the Office of Faculty Affairs, preferably via [ofatranscripts@uga.edu](mailto:ofatranscripts@uga.edu). Contact OFA if you have questions about this requirement.**
3. Send the Evaluate action to the college level (if applicable) and then send to Office of Postdoc Affairs (as the “Sponsored Office”). Office of Postdoc Affairs will review and then send to Office of Faculty Affairs for review.
4. Important: *Evaluate requests to reclassify a current Postdoc Associate AD (research only) position to a Postdoctoral Associate AC (research and teaching) position should reach the Sponsored Office workflow stop in UGAJobs at least 15 days prior to the effective start date of the new position. This deadline will allow ample time for the position evaluation request to be fully approved in UGAJobs prior to the start date of the new position. Please note, a Postdoctoral Associate AC (Postdoctoral Research & Teaching Associate) must not teach, nor have any student contact, in person or online until the position evaluation is fully approved in UGAJobs.*
5. Follow the [Instructor of Record Credentialing process for postdocs](#) (Banner Load Request). Contact OFA if you have any questions on that process.



