



Processing Postdoctoral Appointments in UGAJobs: A Guide for Hiring Units

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Key Points

- All postdoctoral positions are processed and managed through UGAJobs using the **Grad/Research/Student/Temp position type**.
- Hiring units should check with their Dean/VP Office to determine the UGAJobs approval routing required within the college for new postdoc positions, postings and hiring proposals. Research Mentors are responsible to ensure they have applicable unit approval to create and appoint to a postdoctoral position.
- **Important:** The instructions on the following pages outline the basic steps to appoint/hire a postdoc in UGAJobs and only details specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with your unit and college for any internal procedures, [Human Resources](#) for any general UGA employment requirements and [Office of Global Engagement-Immigration Services](#) (if applicable) regarding visa-related issues. OGE-Immigration Services contact: *Sylvia Schell*, sylvias@uga.edu
- Technical instructions and assistance for UGAJobs may be located through the [UGAJobs Training Library](#) or you may contact UGA [Central HR staff members assigned to your unit](#).

Roles involved in the appointment of UGA postdoctoral scholars

- **Research Mentor (RM):** UGA faculty member that will be the direct supervisor of the postdoctoral scholar and provide training and mentorship.
- **Hiring Unit (HU):** UGA unit (typically a department, center, or institute) responsible for creating, hiring and managing the postdoc position. Staff in this role (usually HR or Business

Responsibilities of Roles in Postdoc Appointment Process

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Research Mentor (RM)
<ul style="list-style-type: none">• (In conjunction with HU) Ensure all unit level and Dean/VP office approvals have been obtained to create and appoint a candidate to a postdoc position.• (In conjunction with HU) Create an offer letter draft using the required templates and send the offer letter to Office of Postdoc Affairs for review before presenting to the candidate.• (In conjunction with HU) For appointment of international postdoc scholars: Contact Office of Global Engagement-Immigration services to discuss and initiate the process.

Responsibilities of Roles in Postdoc Appointment Process

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Workflow of Postdoctoral Scholar Appointment Process - Outline

ar@52 Bd(4.7) 12-6247(r) EIMCBP 1EVC(D)j e(182) 3.4 070027(w) 9.96 BT 15DC (049) The 535(6.46) 31T(cc) 6702U7 (9) 01 5248.79(me) 2306711) (q) es 81.5(a) 0.97 (1E

Postdoctoral Appointment Workflow - Details


Important - The instructions on the following pages outline the basic steps to appoint/hire a postdoc in UGAJobs and only details specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with your unit and college for any internal procedures, [Human Resources](#) for any general UGA employment requirements and [Office of Global Engagement - Immigration Services](#) (if applicable) regarding visa-related issues. (*OGE-Immigration Services contact: Sylvia Schell, sylvias@uga.edu*).

- 1. Obtain internal unit level (and/or Dean/VP Office level) approvals to create and appoint**

D. OPA reviews the position request.

- o OPA staff confirm that OPA policies requirements are met, e.g.: the duties/responsibilities section is completed, 100% time position, the correct BCAT is used for the position.
- o If there are any questions or items to correct, OPA will either contact the Initiator of the request or send the position request back for corrections.
- o If there are no issues or questions, then OPA will approve and send forward to

4. For international candidates: Contact the Office of Global Engagement – Immigration Services as soon as possible in the appointment process.

TM **What system?** Contact the [Immigration Services office](#) 

TM **Who is involved in this step?** HU, RM, OGE-IS

TM **For more details:** Contact the [Immigration Services office](#); immigration@uga.edu; Sylvia Schell – sylvias@uga.edu

5. Send the draft offer letter to OPA for review ~~to~~ presenting it to the candidate.

TM **What system?** Email

TM **Who is involved in this step?** HU, D/VP (as applicable, check with your unit), OPA

TM **Details:**

A. Determine if the offer will be open-term or defined-term and then use the appropriate postdoc offer letter template.

- o Required templates can be found [here](#).
- o See the [postdoc policy](#) for details on open-term and defined-term offers.

B. Email the draft to opa@uga.edu.

C. **IMPORTANT OPA Policy:** If the offered salary is 10% above the corresponding level on the relevant federally funded stipend scales scale based on the candidate's years of experience, then a salary justification must accompany the offer letter draft.

D. **IMPORTANT:** See page 4 of this document if the unit would like to extend an offer and process the HP for a candidate that has not yet completed all Ph.D. requirements: [A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs](#)

6. Collect appointment documents required in Hiring Proposal (HP).

TM **What system?** Various

TM **Who is involved in this step?** RM and/or HU, PDS; D/VP if the position is a Postdoctoral Associate AC (research and teaching, BCAT: 206X00)

TM **Details:**

A. RM and/or HU collect the required appointment documents.

- o Postdoc Hiring Proposals **require the following appointment documents** to be uploaded to the HP:
 1. [Postdoc Hiring Proposal Cover Form](#)
 - If the position is a Postdoctoral Associate AC – BCAT 206X00 (Research and Teaching as Instructor of Record), the [Postdoc Hiring Proposal Cover Form](#) requires the signature of the Department Head and Dean affirming that the candidate is approved to occupy a teaching position in the unit.
 2. **Offer letter** with signed acceptance by the candidate. Use the **required** offer letter templates on the

D. OPA will review the HP:

- o OPA staff will confirm that the required documents are attached to the HP (see 6A. and 6B. above), the salary on the HP matches the offer letter and the HP has been routed through the appropriate approval path for the unit.
- o If there are any questions or items to correct, OPA will either contact the Initiator of the request or send the HP back for corrections.
- o If there are no issues or questions, then OPA will approve and send forward to Central HR.
- o In the case of an international candidate, the HP will be sent forward to OGE-IS.
- o In the case of a Postdoc Associate AC, 206X00, OPA will send forward to the Office of Faculty Affairs for review.

E. UHR will finalize the hire:

- o Central HR will determine background investigation requirements.
- o Candidate should follow instructions from BI vendor that should come via email.
- o HU should work with UHR if there are any changes needed or issues with the HP or hire.

8. After HP is finalized:

A. HU works with UHR to complete any other HR procedures necessary for the hire.

B. If the candidate is an international scholar, HU works with OGE-IS regarding any remaining requirements for visa sponsorship and/or confirm information about the Immigration Services check-in once the candidate arrives to campus.

C. For Postdoctoral Associate AC (BCAT 206X00 – research and teaching) positions only: Contact the Office of Faculty Affairs (OFA) for the [Instructor of Record Credentialing process](#) for these positions.

Other resources:

[Policy for Postdoctoral Research Appointments](#)

[A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs](#)

[Office of Postdoctoral Affairs \(OPA\) webpage](#)

[UGAJobs Training Library](#)

[Office of Global Engagement-Immigration Services](#)

[UGA Human Resources](#)

[Departmental Contacts](#)