Good afternoon! An announcement was sent to the Admin Directors listserv yesterday from UGA Human Resources and the Office of Research regarding policy revisions for grant-funded positions and post-doctoral appointments (see message below). First, we wanted to make sure you saw this message.

Second, we want to reiterate the portion regarding policy revisions on postdoctoral appointments and point you to the Office of Postdoc Affairs documents that have been updated:
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_____ has also been updated. Please use this new form with "Updated 3-2022" in the upper right corner.
- **REMINDER:** This document is also available - A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs

Please pass this information along to anyone in your unit that works with appointing postdocs and may not have received this message.

As always, please email opa@uga.edu if you have any questions!

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From: UGA Administrative Memos <adminmem@UGA.EDU>
Sent: Tuesday, April 12, 2022 1:07 PM

Subject: Policy revisions for grant-funded positions and post-doctoral appointments

TO: Vice Presidents, Deans, Department Heads and Directors

FROM: Tammy Freeman, Interim Associate Vice President, UGA Human Resources
                 Shelley Hooks, Associate Vice President for Research

RE: Policy revisions for grant-funded positions and post-doctoral appointments

Change in UGA-HR requirement for RIF when terminating grant-funded positions:
The University of Georgia Reduction in Force (RIF) Policy and procedures have been revised. Departments are no longer required to complete a RIF Request Form to terminate positions funded by research or sponsored program financial sources. Departments needing to terminate any postdoc position funded by research or sponsored program sources should follow the guidelines outlined in the revised UGA Policy for Postdoctoral Appointments. This update is effective April 11, 2022.

Change in postdoc appointment and termination policies and procedures:
In response to the change in UGA RIF requirements, the Office of Postdoctoral Affairs has revised its policy and guidelines for postdoc appointments and terminations. In addition to no longer requiring a RIF for grant-funded postdocs, units now have two distinct options for postdoc appointments: defined-term and open-term. Faculty/units can choose which best suits their needs based on the nature of the funding available. The defined-term option requires an up-front defined end date and formal continuation letters, and has less notice requirement at the time of separation, while the open-term option does not require a defined end date or formal continuation letters, but requires additional notice at termination (and may be subject to RIF if the position is state-funded). Details of these changes can be found on pages 3 and 4 of the updated UGA Policy for Postdoctoral Appointments, found here. Updated templates for both defined-term and open-term offer letters can be found here and must be used for all new postdoctoral appointments effective April 11, 2022.

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.

Office of Postdoctoral Affairs
Office of Research | University of Georgia
706.542.5927 | opa@uga.edu | http://research.uga.edu/opa/

Dr. Shelley Hooks | Associate Vice President for Research
Jessica Hawks Farmer | Assistant Director
Kate Collier | Graduate Assistant

Helpful Links:

Policy for UGA Postdoctoral Appointments
Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators
Office of Postdoctoral Affairs Forms and Guidelines