



# Postdoctoral Affairs

*Office of Research*

**UNIVERSITY OF GEORGIA**

## Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators

**Effective December 16, 2018**, all postdoctoral positions will be processed and managed through UGAJobs using the **Grad/Research/Student/Temp position type**.

### Key points:

- Check with your Dean/VP Office on the UGAJobs approval routing required within your college for new postdoc positions, postings and hiring proposals. Research Mentors/Pis/Supervisors are responsible to ensure they have applicable unit approval to create and appoint to a postdoctoral position.
- The Office of Postdoctoral Affairs (OPA) acts as the Sponsored Office within UGAJobs and must review and approve all postdoctoral positions, postings (direct hire/internal and searches) and hiring proposals. Upon OPA's approval, OPA staff will submit the requests to Central Human Resources for their review and approval.
- As postdoctoral positions are processed and managed through UGAJobs, technical instructions and assistance may be located through the [UGAJobs Training Library](#) or you may contact UGA Human Resources (HR) staff members.
- **Important:** The checklist on the following pages outlines the basic steps to appoint/hire a postdoc in UGAJobs and only gives specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with [Human Resources](#) for any general UGA employment requirements and [Office of International Education-Immigration Services](#) (if applicable) regarding visa-related issues.

**See Pages 2-3 for the checklist.**

❑ **ASSIGN OR CREATE A POSITION:**

- a. Each postdoc is assigned to a position (aka: seat).
  - i. If an appropriate postdoc position is available/vacant, proceed to posting.
  - ii. If a position is not available, review the following then proceed to b.:
    1. A new postdoc position will need to be created in UGAJobs as the Grad/Research/Temp/Student position type.
    2. *The Summary Table of Postdoctoral Research Position Details* table (located [here](#) on page 2) may assist you in determining which job code best meets your needs.
    3. The *Duties/Responsibilities* section is a required field and must be completed.
- b. Create and submit a New Position Description request. Upon appropriate approval routing within the unit and college, the request to Create a New Position Description should be routed to The Office of Postdoctoral Affairs (OPA).
  - i. Select “Submit to Sponsored Office”
  - ii. Select one of the OPA staff members. A list of OPA staff members can be found [here](#).

❑ **REQUEST TO POST THE POSTDOC POSITION:**

- a. Once your postdoc position has been approved, a posting is required to proceed.
  - i. A posting is required even for direct hires. (A search for postdoc positions is optional.)
  - ii. Include in the comments section if the posting is for a search or a direct hire.
- b. Upon appropriate approval routing within the unit and college, the posting request should be routed to Office of Postdoctoral Affairs (OPA).
  - i. Select “Submit to Sponsored Office”
  - ii. Select one of the OPA staff members. A list of OPA staff members can be found [here](#).
- c. Posting approval:
  - i. Direct hire - OPA will submit directly for internal posting and send the contact for the Unit the internal link for the candidate. (*Important – make sure the offer letter has been reviewed and approved by OPA before presenting it to the candidate. See next step in this checklist.*)
  - ii. Search - OPA will review and submit to HR for posting on the UGA job board.

❑ **SEND DRAFT OFFER LETTER TO OFFICE OF POSTDOCTORAL AFFAIRS FOR REVIEW BEFORE PRESENTING IT TO THE CANDIDATE:**

- a. Please use the postdoc offer letter templates that can be found [here](#).
- b. Email the draft to [opa@uga.edu](mailto:opa@uga.edu).

❑ **SUBMIT HIRING PROPOSAL:**

- a. The UGAJobs Hiring Proposal requires appointment documents, which are the [Postdoc Hiring Proposal Cover Form](#) and the additional items in the checklist (listed at the bottom of the form).
  1. Upload documents in the electronic Hiring Proposal.
  2. Units may upload these documents as one PDF file, if preferred
- b. Upon appropriate approval routing within the unit and college, the hiring proposal should be routed to The Office of Postdoctoral Affairs (OPA);
  - i. Select “Submit to Sponsored Office”
  - ii. Select one of the OPA staff members. A list of OPA staff members can be found [here](#).
- c. For Postdoctoral Associate AC (Research and Teaching) positions;
  - i. Postdoctoral Associate AC positions (Research and Teaching postdocs) teach as *Instructor of Record*. Therefore additional requirements are required:
    1. Official transcripts must be submitted directly to the Office of Faculty Affairs (OFA).
    2. 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.
  - ii. The Hiring Proposal will be routed from Office of Postdoc Affairs (OPA) to the Office of Faculty Affairs (OFA).
  - iii. Hiring Proposals must reach the Office of Faculty Affairs 30 days prior to the date of appointment.
  - iv. You may contact the Office of Faculty Affairs (OFA) for the [Instructor of Record Credentialing process](#) for these positions.