



**Position Type** (see definitions on page 2):

- Postdoctoral Associate AD: BCAT 471 (Employee; Research Only)
- Postdoctoral Associate AC: BCAT 206 (Employee; Research and Teaching)
- Postdoctoral Fellow: BCAT 671 (Non-employee; Research and Research and Teaching)
  - For Postdoctoral Fellow:  Stipend administered through UGA  Stipend not administered through UGA
  - For Postdoctoral Fellow:  Research only  Research and Teaching

**Candidate Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Hiring Unit #:** \_\_\_\_\_ **Unit Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Research Mentor:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Appointment Date:**\* \_\_\_\_\_ **% time Research:** \_\_\_\_\_ **% time Instruction:** \_\_\_\_\_  
*(Instruction allowed for Research & Teaching Postdocs only and must be less than 50%)*

**Salary/Stipend:** \$ \_\_\_\_\_  Annual Salary  Academic Salary  Stipend  
*(Academic salary allowed for Postdoctoral Associates AC only. Stipend for Postdoc Fellows only.)*

**Gender:**  Male  Female **Citizenship:**  U.S. Citizen/Permanent Resident  Foreign National-Country: \_\_\_\_\_

**Hiring Unit Approval:** *By submitting the hiring proposal, the hiring unit (research mentor/supervisor and unit head) affirms that the above stated person has met the minimum qualifications required for appointment in the postdoctoral position (specifically, has obtained the terminal degree in his/her field) and that adequate funding is available to support this position.*

**Required Hiring Proposal Appointment Forms**

**For Research Postdocs:**

- \_\_\_\_ Hiring Proposal Cover Form
- \_\_\_\_ Offer letter with acceptance\*\*
- \_\_\_\_ Evidence of Degree
- \_\_\_\_ Curriculum Vitae

**For Research & Teaching Postdocs:**

- \_\_\_\_ Hiring Proposal Cover Form
- \_\_\_\_ Offer letter with acceptance\*\*
- \_\_\_\_ Official Transcripts (Submit directly to OFA)
- \_\_\_\_ Curriculum Vitae

\*For Postdoctoral Associate AC positions - Hiring Proposals must reach the Office of Faculty Affairs 30 days before the appointment date.

\*\*Use the offer letter templates on the [OPA webpage](#) under Forms and Tools.

**Office of Postdoc Affairs Use Only:**

- \_\_\_\_ Hiring Proposal Approved
- \_\_\_\_ Electronic File
- \_\_\_\_ Important Information Email
- \_\_\_\_ UGA Email Confirmed
- \_\_\_\_ Added to Postdoc Listserv
- \_\_\_\_ Welcome Message Email
- \_\_\_\_ Database

### Summary Table of Postdoctoral Research Position Details

	Postdoctoral Associate AD	Postdoctoral Associate AC	Postdoctoral Fellow
BCAT OneUSG Connect Job Code	471	206	671
Description	Employee; research duties only	Employee; includes both research duties and teaching as Instructor of Record	Fellowship or traineeship administered through UGA <b>or</b> Fellowship not administered through UGA
Term of Appointment	5 years max	5 years max	5 years max
Compensation	Salary	Salary	Stipend
Required Minimum	\$47,476 (100% EFT)	\$47,476 (100% EFT)	See note below*
Income Tax Owed	Yes	Yes	Yes
Income Tax Withheld	Yes	Yes	No
UGA MyID	Required	Required	Required
UGA Card	Required	Required	Required
UGA Parking Eligible	Yes	Yes	Yes
UGA Services	Yes	Yes	Yes
Background Investigation	Required	Required	Required
Right-to-Know Training	Required	Required	Required
Laboratory Safety Training	Required	Required	Required
Retirement Benefits	TRS or ORP (with employer match)	TRS or ORP (with employer match)	_____
Health Insurance	Employee	Employee	Individual Insurance Offered
Annual Leave	10 hours/month	10 hours/month (unless on academic payroll)	_____
Sick Leave	8 hours/month	8 hours/month	_____

\*Postdoctoral Fellow Required Minimum:

If fellowship or traineeship administered through UGA - \$47,476.

If fellowship not administered through UGA – Set by sponsor with supplement by unit if under minimum.