

Candidate: _____ Email: _____

Research Mentor: _____ Email: _____

Department: _____

College/School: _____

Position:

ePersonnel Research Associate** Research Fellow* Research Fellow Adjunct

Title	Postdoctoral Research Associate	Postdoctoral Research Fellow	Postdoctoral Research Fellow Adjunct
Payroll Status	Regular	Stipend Only	Temporary
Short Title	PST D	PSTDF	PST D
Position Type	line item (01A, 02A, ...)	lump sum (L A)	lump sum (L A)
Jobclass Code	22080	22091	22092
Contract Code	N	(leave blank)	N or (leave blank)
Object Code	51110	77200	51110

*Account Number: _____

Approvals of Creation of Position and Candidate Selection

By signing this document I affirm that the above stated person has met the minimum qualifications required for employment in the postdoctoral position described above. The Department Head also affirms that adequate funding is available to support this position.

Department Head: _____ Date: _____

Dean: _____ Date: _____

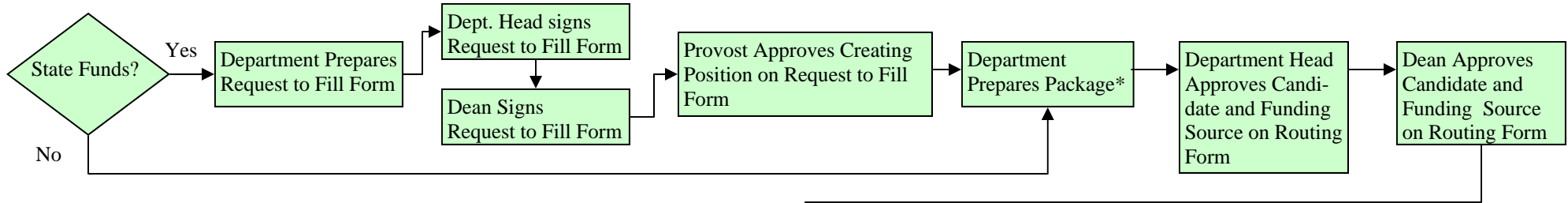
VP for Research: _____ Date: _____

Appointment Package Requirements

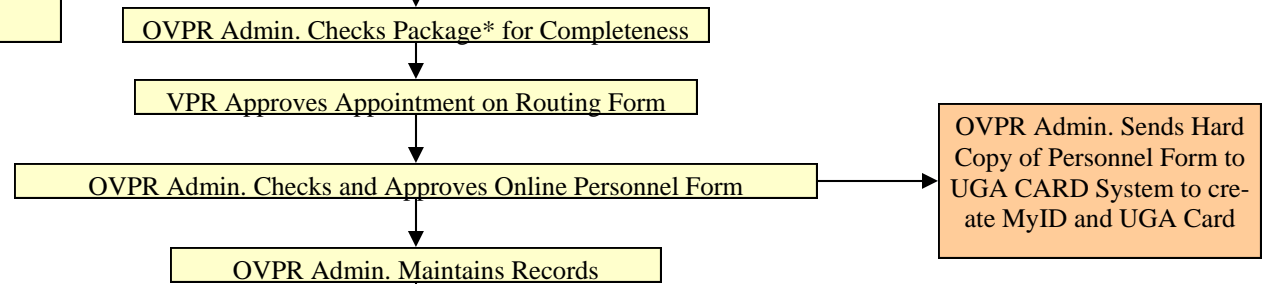
- _____ Routing Form with Appropriate Approvals
- _____ Offer Letter
- _____ Personnel Report (Electronically Submitted)
- _____ Official Transcript (English or Notarized Translation)
- _____ Intellectual Property Agreement
- _____ Security Questionnaire
- _____ Background Investigation Approval
- _____ Curriculum Vitae
- _____ Provost Approval (Request to Fill Form; if applicable)

+ For Research Associates all standard employment documents must be completed with Human Resources.
http://www.hr.uga.edu/recruitment/employment/emp_compliance.html

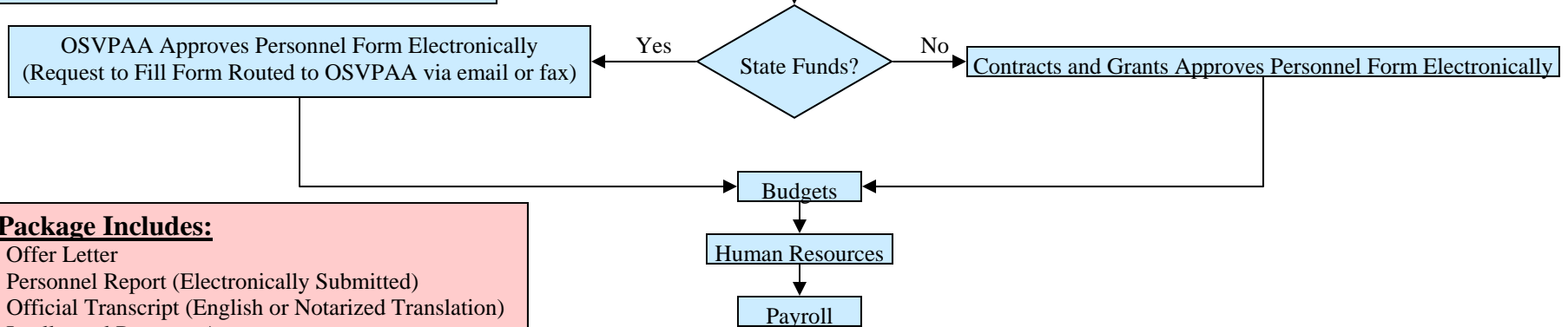
Creation of Position / Candidate Selection



Approval of Candidate Selection



Process Personnel From



***Package Includes:**

1. Offer Letter
2. Personnel Report (Electronically Submitted)
3. Official Transcript (English or Notarized Translation)
4. Intellectual Property Agreement
5. Security Questionnaire
6. Background Investigation Approval
7. Curriculum Vitae
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