



Postdoctoral Affairs
Office of Research
UNIVERSITY OF GEORGIA

**A Practical Guide to Managing UGA Postdoctoral Research Positions:
Instructions and FAQs**

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Where can I find the Postdoctoral Policy and other postdoc-related documents, forms and templates?

The Office of Postdoctoral Affairs webpage (<https://research.uga.edu/opa/>) contains links to the [Policy for Postdoctoral Appointments](#) and other postdoc-related information under “Documents” at the bottom of the page.

Other postdoc-related documents on the OPA webpage include the offer letter templates, mid-year salary increase request form, hiring proposal cover form, this guide and others.

Links to these documents can also be found on the main Office of Research Forms and Policies page (<https://research.uga.edu/documents/>) under “Postdoctoral Affairs”.

Prospective and current postdoctoral scholars can visit the [Postdoc Portal](#) (<https://postdocs.uga.edu/>) to find information and resources that will enhance the postdoctoral experience at UGA. Unit Administrators can also link back to the OPA webpage from the home page of the Postdoc Portal.

How do I hire/appoint a postdoc in UGAJobs?

The Office of Postdoctoral Affairs (OPA) has created the following instructions as a guide through OPA-specific policy and procedure of appointing a UGA postdoc.

[Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators](#)

Please make sure to read all notes and instructions included in the guide. If you still have questions after reviewing this document, please email opa@uga.edu.

As a unit staff member that is involved in all or some aspects of managing postdoctoral research positions in my unit, how can I make sure I am alerted to announcements and information regarding postdocs?

The Office of Internal Grants, Awards and Research Personnel (under which The Office of Postdoctoral resides) maintains a Research Personnel listserv for unit staff administrators that work with their unit’s postdocs, research scientists, visiting researcher/scholars and/or research affiliates. This listserv is used to disseminate announcements and information originating from our office regarding these specific positions. If you are not on this listserv and would like to be, you can email research-personnel@uga.edu. Please include your name, email and title.

An archive of announcements and other resources can also be [found here on the Office of Postdoc Affairs webpage](#).

What documents serve as “Evidence of Degree”?

Postdocs are required to have a doctoral degree in their field and hiring units must show evidence that the candidate for the postdoc position has received the degree as part of the hiring proposal documentation.

The evidence of degree does not need to be official transcripts **as long as the postdoc BCAT is either 471X00 or 671X00 (research-only postdoc positions)**. *(The 206X00 Postdoc Associate AC - Research and Teaching - postdocs do require official transcripts since they will teach as Instructor of Record. In the case of the 206X00 postdocs, the official transcripts must be sent directly to the Office of Faculty Affairs. See the [appointment guide](#) for full details on this.)*

The evidence of degree for research only postdoc positions can be any of the following:

- Copies/scans of transcripts that show the degree and date it was conferred. These can be unofficial transcripts pulled from the candidate’s student account at the degree-granting institution.
- An official letter from the major professor, grad school or other official at the institution stating all requirements were completed for the degree and on what date.
- A picture/scan of the diploma.
- The defense “grade sheet” or other document that shows or certifies that the defense was passed and on what date. If the defense grade sheet is used and shows “pass with revisions”, then the sheet must be accompanied by verification that the revisions were submitted and accepted. Also, if this documentation is used (#3), then the defense must have completed all outstanding requirements for the degree.

See the next page for: ***Can the hiring unit give an offer and process the Hiring Proposal before a candidate completes all the degree requirements?***

Postdocs are required to have a terminal degree. Can the hiring unit give an offer and process the Hiring Proposal before a candidate completes all the degree requirements?

If a candidate still needs to defend and/or complete other requirements then OPA has steps in place to help with extending an offer and processing the Hiring Proposal (HP):

1. Email our office at opa@uga.edu with the candidate's defense date and the target start date. **The defense date must be prior to the start date.**
2. Then you can start the [process as normal](#) to appoint the postdoc.
3. **The offer letter to the person must include a Ph.D. contingency statement:** "This offer is contingent on the successful completion of your doctoral."
4. When you submit the HP include the email communications with our office in lieu of the evidence of degree in the HP documents.
5. Please also list in the Comments section in the HP the date the postdoc will defend.
6. Our office will review and approve the HP and make note that the evidence of degree is needed by the start date.
7. When the evidence of degree is available after the defense date please send that to our office for the postdoc's file.
 - a. The evidence of degree can be an official letter from the major professor, grad school or other official at the institution, the defense "grade sheet" or other document that shows or certifies that the defense was passed.
 - b. If the defense grade sheet shows "pass with revisions" then the grade sheet must be accompanied by an official letter stating that the revisions were submitted and accepted.

Our unit needs a current research-only postdoc to teach a class. How do I appoint an existing Postdoctoral Associate AD (research only) to a Postdoctoral Associate AC (research and teaching as Instructor of Record)?

Normally, this would require a new position, posting and HP. However, this transition can now occur via an Evaluate action in UGAJobs. There are still some requirements that must be met. Please see the steps below.

1. Use the Evaluate action to change the BCAT of the postdoc to 206X00.
2. Upload the required documents to appoint to this position to the Evaluate action:
 - a. [Postdoc HP Cover Form](#) (**Appointments to research and teaching/Postdoc Associate AC positions must be signed by the Dept Head and Dean, as applicable to the college**)
 - b. Offer letter with signed acceptance. [Research and Teaching offer letter templates can be found here](#) (select either [Postdoc Research and Teaching Offer Letter Template-Open Term](#) OR [Postdoc Research and Teaching Offer Letter Template-Defined Term](#))
 - c. Updated CV
 - d. **Official transcripts – these are to be sent directly to the Office of Faculty Affairs, preferably via ofatranscripts@uga.edu. Contact OFA if you have questions about this requirement.**
3. Send the Evaluate action to the college level (if applicable) and then send to Office of Postdoc Affairs (as the “Sponsored Office”). Office of Postdoc Affairs will review and then send to Office of Faculty Affairs for review.
4. Important: *Evaluate requests to reclassify a current Postdoc Associate AD (research only) position to a Postdoctoral Associate AC (research and teaching) position should reach the Sponsored Office workflow stop in UGAJobs at least 15 days prior to the effective start date of the new position. This deadline will allow ample time for the position evaluation request to be fully approved in UGAJobs prior to the start date of the new position. Please note, a Postdoctoral Associate AC (Postdoctoral Research & Teaching Associate) must not teach, nor have any student contact, in person or online until the position evaluation is fully approved in UGAJobs.*
5. Follow the [Instructor of Record Credentialing process for postdocs](#) (Banner Load Request). Contact OFA if you have any questions on that process.

Can I appoint a postdoc part-time?

At this time, UGA postdocs are required to be 100% time.

What are the salary requirements to appoint a postdoc?

As of January 2021, Postdoctoral Associates must be compensated a minimum annual salary of \$47,476. Training grants and fellowships administered through UGA must include a minimum stipend of \$47,476/year for Postdoctoral Fellows.

In some disciplines, external funding agencies provide salary guidance that suggests higher minimum stipends and in those cases, our recommendation follows that guidance (e.g., in the biological sciences, the National Institutes of Health publishes guidelines).

Before an offer is extended to a postdoc candidate, the unit should send the draft offer letter to opa@uga.edu for review (see the [postdoc appointment guide](#) for full details). If the offered salary is 10% above the corresponding level on the [NIH NRSA Postdoc Stipend Levels](#) scale for the candidate's years of experience, then a salary justification must accompany the offer letter draft. *(The NIH NRSA stipend levels are subject to change by fiscal year. Check that you are using the most current scale.)*

The terms of the award will dictate stipend amount and any increases for Postdoctoral Fellows on fellowships not administered through UGA; these are outside the jurisdiction of the University of Georgia. However, Office of Research strongly suggests adherence to the required minimum stipend of \$47,476 for all postdoc appointees. In cases where the fellow adjunct stipend amount is less than this minimum, Office of Research expects the appointing unit to provide the difference.

Can I give my postdoc a mid-year salary increase?

Mid-year salary increase requests can be considered, but are not guaranteed to be approved. The research mentor/supervisor should complete the [Request for Salary Action for Postdoctoral Associates Form](#), obtain appropriate approvals through the unit reporting hierarchy and then submit the form to the Office of Postdoctoral Affairs via email to opa@uga.edu.

UGA postdocs are considered staff and are subject to the UGA annual budget and salary guidelines for annual merit raises.

**My Postdoctoral Associate AD/AC has obtained a postdoc fellowship.
What is the process for transitioning the postdoc to a Postdoctoral Fellow
position and can the postdoc retain his/her current employee benefits?**

Postdoctoral Associates who are required to break from UGA employment by the terms of a fellowship or other external funding may apply for Educational and Professional Leave without Pay to preserve health benefits eligibility. Click the link below for more information and instructions.

[Postdoc Educational and Professional Leave Standard Operating Procedure.](#)