

# Supporting Research Personnel:

Policies, Programs and Resources for  
Visiting Scholars, Research Scientists, and Postdocs

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Personnel

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*Research* **Live**



UNIVERSITY OF  
GEORGIA



# Internal Grants, Awards and Research Personnel

*Office of Research*

**UNIVERSITY OF GEORGIA**



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# Office of Global Engagement: Immigration Services

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## Immigration Resources for Research Personnel:

- **Immigration Status and Services FAQ:**  
[https://globalengagement.uga.edu/images/documents/immigration/information/Travel\\_FAQ.pdf](https://globalengagement.uga.edu/images/documents/immigration/information/Travel_FAQ.pdf)
- **International Employees:**  
<https://globalengagement.uga.edu/international-employees>
- **International Visiting Scholars:**  
<https://globalengagement.uga.edu/visiting-scholars>
- **Immigration Workshop series for Postdocs and Graduate Students:**
  - [Session 1: U.S. Visas for Academics: International Graduate and Post-doctoral Perspectives](#) .
  - [Session 2: Paths to Permanent Resident Status for Academics](#)
  - [Session 3: CV Development Strategies for potential Permanent Resident Applications](#) (Audio Passcode: 3Ei@B^0s)



# Agenda

- Supporting Research Personnel: <https://research.uga.edu/personnel/>
- Who are Research Scientists, Visiting Researchers/Scholars, Research Affiliates, and Postdocs?
- How are they appointed or registered?
- What resources are available for research personnel and their units?
- Focus on Postdoc Appointments, unit responsibilities, and recent changes

# **Visiting Researchers and Scholars and Research Affiliates**

On-Campus and Remote Research Collaborators

# Visiting Researchers and Scholars

Visiting Researchers /Scholars (VRs) are campus visitors who are:

- physically coming to UGA
- to observe or collaborate in research, and are
- hosted by a UGA faculty sponsor,

but who are NOT:

- UGA employees or enrolled students,
- contracted for services or performing a service,
- minors or high school visitors, or
- a part of any other official program on campus.

<https://research.uga.edu/visiting>

# VRS privileges and requirements

VRS status allows:

- Assignment of a UGA ID, MyID, email
- Access to campus facilities
- Many UGA physical and digital resources and services

VRS status requires:

- Registration with VRS program
  - Get started: VRS Questionnaire: <https://research.uga.edu/visiting/procedures/#1596741034363-bf757fe5-4cd4>
  - VRS registration is distinct from Compass, which is part of Immigration Services registration
- Background check, UGA visa sponsorship, or Immigration services review
- Faculty and department head endorsement and approval
- Signed VRS agreement
- If applicable: Export control review

VRS Faculty host responsibilities:

- Update Office of Research of changes
- Complete the VRS registration forms
- Check-in and receiving, guide to resources
- Reasonable vetting
- Coordination with DH, unit administrative staff, and Immigration Services if applicable

# Resources for registering and hosting VRSs:

## Office of Research

- Visiting Researchers/Scholars overview: <https://research.uga.edu/visiting/>
- Procedures: <https://research.uga.edu/visiting/procedures/#1596741034363-bf757fe5-4cd4>
- Local Information for visitors: <https://research.uga.edu/visiting/information/>
- Contact: [vrs@uga.edu](mailto:vrs@uga.edu)

## Office of Global Engagement

- Immigration services: <https://globalengagement.uga.edu/visiting-scholars>

## EITS

- Helpdesk: <https://confluence.eits.uga.edu/display/HDSH/Help+Desk+Support+%28HDS%29+Home>



# Research Affiliates

A Research Affiliate is a **remote** research collaborator:

- who is not physically coming to any UGA campus
- and the purpose is a research collaboration with a UGA faculty member.

Research Affiliate status allows:

- UGA ID, MyID, email
- Access to digital UGA research resources, including PEP training

Research Affiliate status requires:

- Faculty and department head endorsement and approval
- Registration with the Research Affiliates program

Faculty host responsibilities:

- Complete the Affiliate registration forms
- Reasonable vetting

<https://research.uga.edu/research-affiliates/>

Contact: [research-personnel@uga.edu](mailto:research-personnel@uga.edu)

# Office of Postdoctoral Affairs

# Office of Postdoctoral Affairs

## What we do:

- *Facilitate* hiring and onboarding new postdocs
- Develop, promote, and enforce postdoc-specific policies
- Maintain and report postdoc data
- Advocate for postdocs and their mentors
- Coordinate the UGA Postdoc Association
- Offer broad professional development programming and resources for postdocs

<https://research.uga.edu/opa/>  
[opa@uga.edu](mailto:opa@uga.edu)

DEFINITION

**post·doc** (*pōs(t)däk*) *n.*

A postdoctoral scholar ("postdoc") is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing.



NATIONAL  
**POSTDOCTORAL**  
ASSOCIATION



# What is a postdoc (at UGA)?

## Technical Definition

- Ph.D. or equivalent doctorate (e.g., D.V.M., Sc.D., M.D., PharmD)
- Assigned responsibilities are predominantly research and/or scholarship  
no more than 50% formal instructional responsibilities
- Limited term, 5-year maximum
- Preparatory for a full-time career in their academic discipline.

**TRAINEE, but also typically an employee**

# 3 Distinct Postdoc Position/Titles at UGA:

## 1 and 2: Postdoctoral Associates.

- Receive a salary for required services.
  - Benefits-eligible employees (staff) of the University.
  - Usually funded from UGA-administered grants or contracts
1. **Postdoctoral Associate AD - research only** (BCAT 471)
  2. **Postdoctoral Associate AC- research and teaching** (BCAT 206)

## 3. Postdoctoral Fellows (BCAT 671)

- Receive a stipend for which *no service is required*.
- Funded from an external source (e.g., training grant or fellowship)
  - either directly to the recipient from agency or institution
  - through a UGA account (typical federal individual fellowship)



# New in 2022: Two options for appointment term

## Open-term:

- Appointed with no explicitly specified end date
- Appropriate if there is high likelihood of a long-term project and ongoing funding for the duration of the 5-year maximum postdoctoral term.
- Postdocs appointees with an open-term appointment are entitled to 90 days' advance written notice if the position is ending due to loss of funding,
- Separation may be subject to Reduction In Force (RIF) policies if the position was funded by state funds.

## Defined-term:

- Appointed for a limited term with an explicitly specified end date clearly stated in the offer letter
- Appropriate if their appointment is based on a short-term project and/or limited funding.
- Separation at that date does not require additional notice or RIF.
- A continuation letter with an updated firm end date is required to continue in a defined-term position beyond the original end date, otherwise the appointment automatically transitions to open-term.

Offer letter templates provided for both appointment types: <https://research.uga.edu/opa/#1494870964300-ff8c4eba-a84b>



# 2 options for appointment term:

## April 12, 2022 UGA Administrative Memo:

### **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.

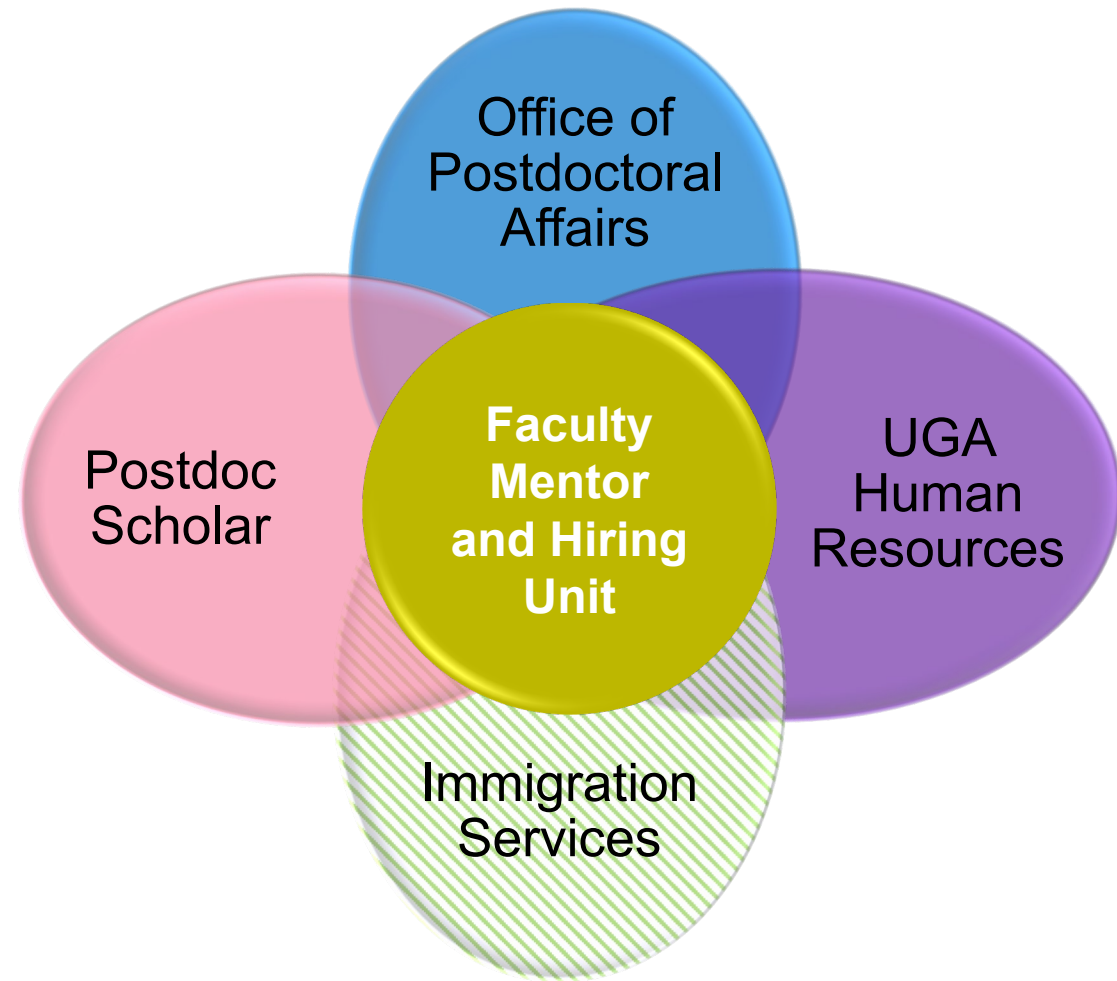




# Roles and Responsibilities in the Postdoc Appointment Process

## Key take-aways:

- Most processes are managed through UGAJobs, with a few parallel processes
- UGA HR is the ultimate authority for all UGA staff positions
- OPA approves key steps in the process unique to postdocs
- Immigration services addresses all visa and immigration issues
- The hiring unit drives and coordinates the process from start-to-finish
- But we are here to help!



Updated appointment guide:

<https://research.uga.edu/documents/wp-content/uploads/sites/28/2019/06/PostdocUGAJobsApptProcedures.pdf>

# Postdoc Appointments by Role:

## Research Mentor (RM)

- (In conjunction with HU) Ensure all unit level and Dean/VP office approvals have been obtained to create and appoint a candidate to a postdoc position.
- (In conjunction with HU) Create an offer letter draft using the required templates and send the offer letter to Office of Postdoc Affairs for review **before presenting to the candidate**.
- (In conjunction with HU) **For appointment of international postdoc scholars:** Contact Office of Global Engagement-Immigration services to discuss and initiate the postdoc visa sponsorship process (Sylvia Schell, sylvias@uga.edu).
- (In conjunction with HU) Collect documents required for the hiring proposal.

## Hiring Unit (HU)

- (In conjunction with RM) Ensure all unit level and Dean/VP office approvals have been obtained to create and appoint a candidate to a postdoc position.
- Initiate all actions in UGAJobs for postdoc positions, including position requests, postings and hiring proposals.
- (In conjunction with D/VP if applicable) Ensure all postdoc position requests, postings and hiring proposals are submitted to the OPA ("Sponsored Office") level in UGAJobs.
- (In conjunction with RM) Create an offer letter draft using the required templates and send the offer letter to Office of Postdoc Affairs for review **before presenting to the candidate**.
- (In conjunction with RM) **For appointment of international postdoc scholars:** Contact Office of Global Engagement-Immigration services to discuss and initiate the postdoc visa sponsorship process. (Sylvia Schell, sylvias@uga.edu).
- (In conjunction with RM) Collect documents required in the hiring proposal.

## Hiring Unit's Dean/VP Office (D/VP)

- Communicate to units within the reporting hierarchy the processes and individuals involved in Dean/VP Office level approvals required for postdoc positions.
- (In conjunction with HU) Ensure all postdoc position requests, postings and hiring proposals are submitted to the Sponsored Office level in UGAJobs.

## Postdoctoral Scholar (PDS)

- Sign and return offer letter.
- Provide evidence of degree or official transcripts (as applicable) and other documentation requested by the RM and hiring unit.
- Check email for and respond to background investigation prompts.
- Complete onboarding.
- International postdoc scholars: Maintain communication with hiring unit and OGE-IS regarding visa and check-in requirements.



# Postdoc Appointments by Role:

## Office of Postdoctoral Affairs (OPA)

- Review postdoc position requests, postings and hiring proposals submitted to the Sponsored Office level in UGAJobs.
- Review submitted offer letter drafts and respond to hiring unit with either approval or revision requests.
- Answer postdoc appointment policy questions.
- Ensure OPA-specific policies and requirements are met:
  - offer letter template
  - evidence of degree
  - training component

## Office of Global Engagement-Immigration Services (OGE-IS)

- **For appointment of international postdoc scholars:** Administrate the process of UGA visa sponsorship. (Sylvia Schell, sylvias@uga.edu).
- Answer visa sponsorship and immigration questions.
- Check-in during onboarding process

## Office of Faculty Affairs (OFA)

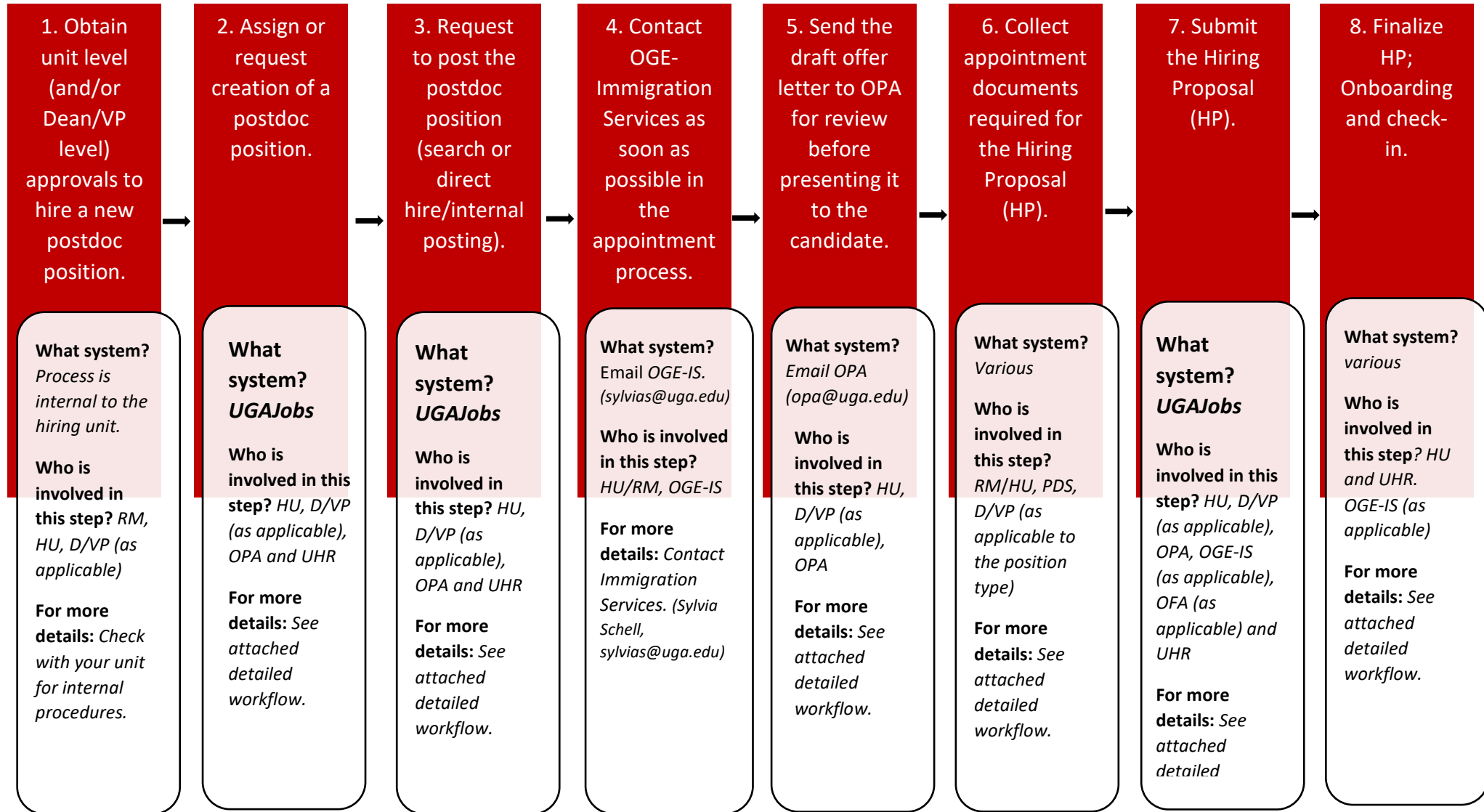
- Review and approve the Hiring Proposals for the Postdoctoral Associate AC (BCAT 206X00-research and teaching) positions.
- Administrate the Instructor of Record Credentialing Process for the Postdoctoral Associate AC positions.

## University/Central HR (UHR)

- Final creation of positions, approve search postings and final processing of hiring proposal.
- Answer general hiring, onboarding and other HR-related questions.
- Ensure compliance with UGA and USG HR policies and labor laws.



# Workflow of Postdoctoral Scholar Appointment Process



# Detailed Instructions, e.g.

## 1. Assign or request creation of a postdoc position.

- ❖ **What system?** *UGAJobs*
- ❖ **Who is involved in this step?** *HU, D/VP (as applicable), OPA and UHR*
- ❖ **Details:**

### A. HU initiates position request in UGAJobs:

- There are three postdoc position BCATS that have specific descriptions and criteria.
- *The Summary Table of Postdoctoral Research Position Details* (located [here](#) on page 2) may assist you in determining which BCAT you should select. After reviewing the table, please contact [opa@uga.edu](mailto:opa@uga.edu) if you are unsure which BCAT you should use.
- If an appropriate postdoc position is available/vacant, the hiring unit can use the Modify or Evaluate actions to make any needed changes to the position.
- If a vacant position is not available, the hiring unit should create and submit a New Position Description request in the Grad/Research/Temp/Student position type within UGAJobs.
- **IMPORTANT OPA Policy:** The *Duties/Responsibilities* section of a postdoc position request is required and must be completed.

### B. HU submits the position request through the appropriate approval routing within the hiring unit AND the reporting college/VP office.

- Dean/VP Offices should communicate to their units the approval routing that is required for postdoc position requests.
- Position requests that skip necessary approval routing risk processing delay.

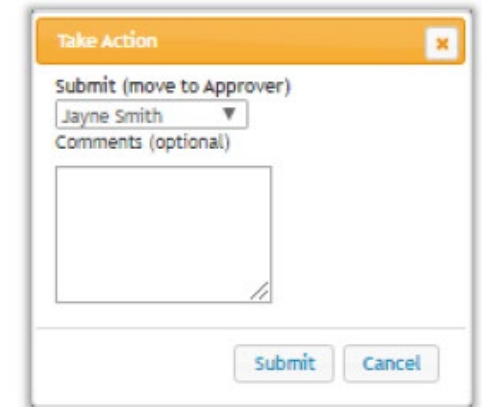
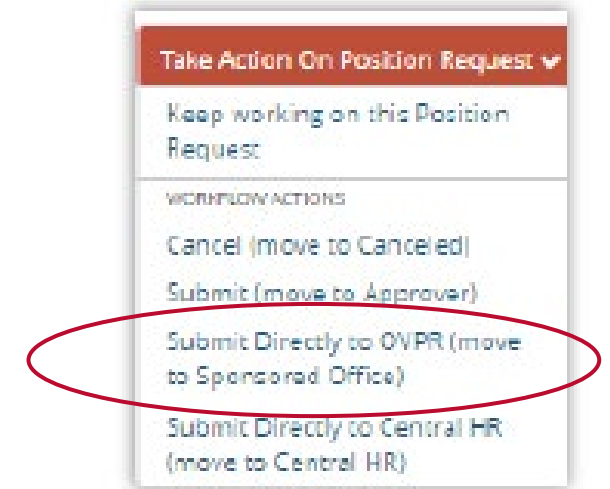
### C. Upon appropriate approval routing within the unit and college, the position request is routed to the Office of Postdoctoral Affairs (OPA) in UGAJobs.

- The last person in the hiring unit-Dean/VP Office approval path submits the position request to OPA, which is listed as the "Sponsored Office" in UGAJobs.
- A member of the OPA staff must be selected to receive the request; A list of OPA staff members can be found [here](#). **IMPORTANT:** The dropdown includes names that are not OPA staff members; selecting one of the non-OPA names will delay processing.



# Routing to OPA in UGAJobs

- Upon appropriate approval routing within the unit and college, the position request is routed to the Office of Postdoctoral Affairs (OPA) in UGAJobs.
  - The last person in the hiring unit-Dean/VP Office approval path submits the position request to OPA, which is listed as the “**Sponsored Office**” in UGAJobs.
  - A member of the OPA staff must be selected to receive the request; A list of OPA staff members can be found [here](#).
    - Current staff options: **Joy Wilson**, Jessica Farmer, Moriah Thomas
  - **IMPORTANT:** The dropdown includes names that are not OPA staff members; selecting one of the non-OPA names will delay processing.



# Postdoc Salaries

## Starting Salaries:

- **Minimum:** \$47,476
- **Recommended:** Federal stipend rate for discipline-related agency (e.g.: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html>)
  - Current NIH scale (Years experience)
    - \$56,484 (0)
    - \$56,880 (1)
    - \$57,300 (2)
    - \$59,592 (3)
    - \$61,572 (4)
- **Justification required** for >10% above relevant Federal rate
  - E.g., Starting salary of \$62,000+ in health sciences

## Mid-year salary actions:

- Equity
- New duties
- Missed merit raises

# Postdoc Support

- Postdoc Portal: <https://postdocs.uga.edu/>
- Postdoc Travel Awards
- Annual Postdoctoral Research award
- Events: <https://postdocs.uga.edu/calendar/>

## Social events:

- Multi-cultural Winter Holiday celebration
- Monthly social events
- Postdoc Appreciation Week

## Professional development events :

- Postdoc Academy discussion group: 6-week series
- Immigration workshop series
- Postdoc Mentoring series
- NIH K01 panel discussion
- GWSW Grant writing workshop
- Academic job search panel
- Industry career panel discussion
  
- Upcoming: Life Sciences Career Day March 30



# Separation:

## Due to End of Funding:

- Defined term: no requirements
- Open term: 90 days notice. RIF required if state funded

## Due to poor performance: UPDATED in 2022:

If postdoc fails to adhere to the general postdoc expectations or meet the specific duties and responsibilities described in the offer letter:

- Document performance problem in a warning letter provided to the postdoc.
- Allow sufficient time and reasonable opportunity to address issues
- If issues not resolved, present termination notice with 2 weeks notice
- Coordinate with central HR.

## Ethical or compliance standard violations:

- No notice in cases where ethical or compliance standards have been violated.

## Resignation or Continue in new role at UGA:



# Continuation at UGA

## **Senior Research Associate – staff**

- Within BCAT category “Research Professional”
- Most appropriate for standard advancement a postdoctoral scholar within the same research group.
- Requires prior approval to act as PI on grants.

## **Assistant Research Scientist – non-tenure-track research faculty**

- BCAT category: “Researcher AC”
- Should be reserved for postdoctoral appointees who are on a trajectory for independent accomplishment.
- Appointments are within units (e.g., departments), not within research groups, and require approval by unit faculty
- <http://research.uga.edu/docs/policies/research/Research-Scientist-Appointment-Promotion.pdf>

## **Lecturer/Instructor –non-tenure-track faculty**

- Most appropriate for postdocs who wish to pursue an academic teaching career.
- Appointments are within units and follow standard faculty search procedures.

A search is required unless a search was conducted for the original postdoctoral position. *Search waivers may be requested from EOO.*

# Postdoc Resources

Office of Postdoctoral Affairs webpage: <https://research.uga.edu/opa/>

Postdoc Portal: <https://postdocs.uga.edu/>

Postdoc policy: <https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>

A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs:  
<https://research.uga.edu/docs/policies/opa/PostdocInstructionsFAQGuide.pdf>

Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators:  
<https://14bqfg1p3mjhh4zo036hhmx1-wpengine.netdna-ssl.com/documents/wp-content/uploads/sites/28/2019/06/PostdocUGAJobsApptProcedures.pdf>

All Postdoc forms and policies: <https://research.uga.edu/documents/#1493841220281-ca14ab8b-d3be>

# Research Scientists

Non-tenure track faculty

# Research Scientists

- Non-tenure track faculty
  - Assistant Research Scientist
  - Associate Research Scientist
  - Senior Research Scientist
- Typical faculty features
  - Unit faculty vote on appointment
  - Independent
  - PI eligibility
  - **Involved in student success activities**
  - **Faculty annual review processes**
- Variable features:
  - Specific Roles and Responsibilities
  - Unit privileges, including voting
  - Teaching and service activity
- Unique features:
  - Often supported by “soft” money
  - No maximum term for promotion
  - Specific roles and responsibilities, unit privileges must be defined in offer\*
  - University-level promotion evaluation managed by OoR\*



# Resources for Research Scientists

Office of Faculty Affairs: <https://provost.uga.edu/faculty-affairs/>

- General faculty hiring and appointment guidelines:  
<https://provost.uga.edu/faculty-affairs/faculty-appointments/>
- Faculty Affairs professional development opportunities:  
[https://provost.uga.edu/faculty-affairs/Faculty and Leadership Development/](https://provost.uga.edu/faculty-affairs/Faculty_and_Leadership_Development/)

Office of Research: <https://research.uga.edu/research-scientists/>

- Research Scientist appointment and promotion policy:  
<https://research.uga.edu/docs/policies/research/Research-Scientist-Appointment-Promotion.pdf>
- Internal Seed Grant:  
<https://research.uga.edu/iga/grants/#1652112953476-0eea1d9a-d3cd>
- Internal Research Award:  
<https://research.uga.edu/iga/awards/#1485956970033-d7774ff4-63ff>
- Informal Dossier preparation writing group (contact: [research-personnel@uga.edu](mailto:research-personnel@uga.edu) for details)



# Office of Global Engagement: Immigration Services

Immigration Services: <https://globalengagement.uga.edu/immigration>

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[Immigration@uga.edu](mailto:Immigration@uga.edu)



**Robin Catmur-Smith,**  
**Director**  
[rcatmur@uga.edu](mailto:rcatmur@uga.edu)

## Immigration Resources for Research Personnel:

- **Immigration Status and Services FAQ:**  
[https://globalengagement.uga.edu/images/documents/immigration/information/Travel\\_FAQ.pdf](https://globalengagement.uga.edu/images/documents/immigration/information/Travel_FAQ.pdf)
- **International Employees:**  
<https://globalengagement.uga.edu/international-employees>
- **International Visiting Scholars:**  
<https://globalengagement.uga.edu/visiting-scholars>
- **Immigration Workshop series for Postdocs and Graduate Students:**
  - [Session 1: U.S. Visas for Academics: International Graduate and Post-doctoral Perspectives](#) .
  - [Session 2: Paths to Permanent Resident Status for Academics](#)
  - [Session 3: CV Development Strategies for potential Permanent Resident Applications](#) (Audio Passcode: 3Ei@B^0s)





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<https://research.uga.edu/iga/>

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Location: 145 Coverdell

<https://research.uga.edu/personnel/>

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Research Scientists and Research Affiliates:  
[research-personnel@uga.edu](mailto:research-personnel@uga.edu)



***Thank You!***

*Questions?*