



Processing Postdoctoral Appointments in UGAJobs: A Guide for Hiring Units

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Key Points

- All postdoctoral positions are processed and managed through UGAJobs using the **Grad/Research/Student/Temp position type**.
- Hiring units should check with their Dean/VP Office to determine the UGAJobs approval routing required within the college for new postdoc positions, postings and hiring proposals. Research Mentors are responsible to ensure they have applicable unit approval to create and appoint to a postdoctoral position.
- **Important:** The instructions on the following pages outline the basic steps to appoint/hire a postdoc in UGAJobs and only details specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with your unit and college for any internal procedures, [Human Resources](#) for any general UGA employment requirements and [Office of Global Engagement-Immigration Services](#) (if applicable) regarding visa-related issues. OGE-Immigration Services contact: *Sylvia Schell*, sylvias@uga.edu
- Technical instructions and assistance for UGAJobs may be located through the [UGAJobs Training Library](#) or you may contact UGA [Central HR staff members assigned to your unit](#).

Roles involved in the appointment of UGA postdoctoral scholars

- **Research Mentor (RM):** UGA faculty member that will be the direct supervisor of the postdoctoral scholar and provide training and mentorship.
- **Hiring Unit (HU):** UGA unit (typically a department, center, or institute) responsible for creating, hiring and managing the postdoc position. Staff in this role (usually HR or Business Manager, Accountant, etc.) initiate and submit the actions for postdoc positions in the UGAJobs system. Actions include new position requests and position changes, position postings and hiring proposals.
- **Hiring Unit's Dean/VP Office (D/VP):** Dean or VP Office to which the hiring unit reports and from which the hiring unit obtains applicable approvals. (In some cases, colleges/schools do not have separate departments and so the HU and D/VP are the same entity.)
- **Postdoctoral Scholar (PDS):** Person that has obtained a doctoral degree and will be seated into a postdoctoral scholar position for extended training in their discipline.
- **Office of Postdoctoral Affairs (OPA):** The Office of Postdoctoral Affairs (OPA) acts as the “Sponsored Office” within UGAJobs and must review and approve all postdoctoral position requests, postings (direct hire/internal and searches), draft offer letters, and hiring proposals.
- **Office of Global Engagement-Immigration Services (OGE-IS):** Provides centralized immigration and visa-sponsorship information to international students, scholars, faculty and staff, and to UGA colleges and schools.
- **Office of Faculty Affairs (OFA):** This office reviews and approves the Hiring Proposals for the Postdoctoral Associate AC (BCAT 206X00-*research and teaching*) postdoc positions after review by the Office of Postdoctoral Affairs. OFA also administrates the process for Instructor of Record Credentialing for these research and teaching positions.
- **University/Central HR (UHR):** Upon OPA's approval, OPA staff will submit the UGAJobs postdoc actions to the University's Central Human Resources for final review and approval.

Responsibilities of Roles in Postdoc Appointment Process

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Research Mentor (RM)	Hiring Unit (HU)	Hiring Unit's Dean/VP Office (D/VP)	Postdoctoral Scholar (PDS)
<ul style="list-style-type: none"> • (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. 	<ul style="list-style-type: none"> • (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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

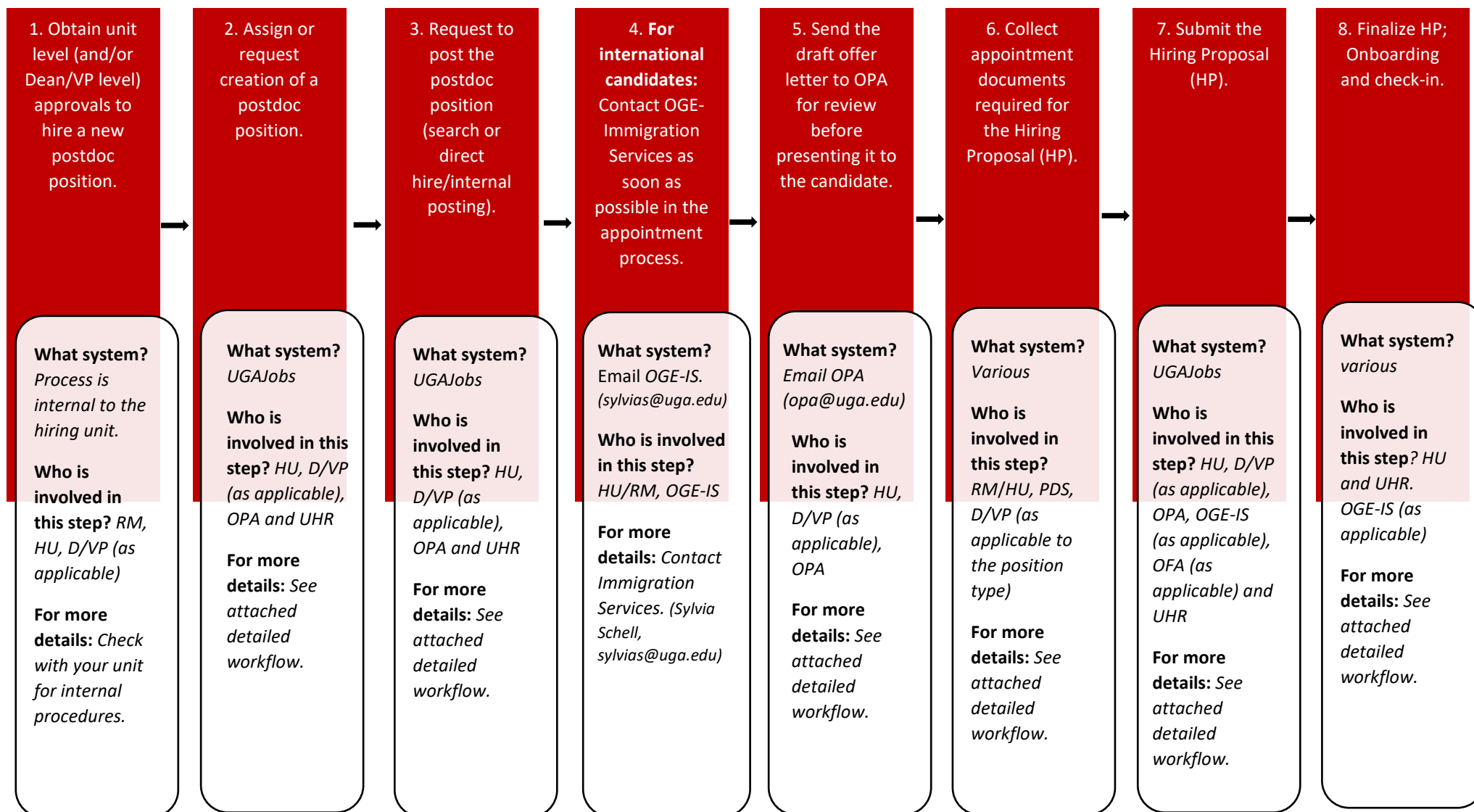
Responsibilities of Roles in Postdoc Appointment Process

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Office of Postdoctoral Affairs (OPA)	Office of Global Engagement-Immigration Services (OGE-IS)	Office of Faculty Affairs (OFA)	University/Central HR (UHR)
<ul style="list-style-type: none"> •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: <ul style="list-style-type: none"> • offer letter template • evidence of degree • training component 	<ul style="list-style-type: none"> •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 	<ul style="list-style-type: none"> •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. 	<ul style="list-style-type: none"> •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 - Outline

See pages 5-10 for detailed instructions and requirements.



Postdoctoral Appointment Workflow - Details

Important - The instructions on the following pages outline the basic steps to appoint/hire a postdoc in UGAJobs and only details specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with your unit and college for any internal procedures, [Human Resources](#) for any general UGA employment requirements and [Office of Global Engagement - Immigration Services](#) (if applicable) regarding visa-related issues. (OGE-Immigration Services contact: Sylvia Schell, sylvias@uga.edu).

1. Obtain internal unit level (and/or Dean/VP Office level) approvals to create and appoint to a postdoc position.

- ❖ **What system?** *Process internal to the hiring unit.*
- ❖ **Who is involved in this step?** *RM, HU, D/VP (as applicable)*

2. 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 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.

D. OPA reviews the position request.

- OPA staff confirm that OPA policies requirements are met, e.g.: the duties/responsibilities section is completed, 100% time position, the correct BCAT is used for the position.
- If there are any questions or items to correct, OPA will either contact the Initiator of the request or send the position request back for corrections.
- If there are no issues or questions, then OPA will approve and send forward to UHR.

E. UHR will review the position request.

- UHR staff confirm that UGA and USG policies are met.
- If there are any questions or items to correct. UHR will either contact the Initiator of the request or send the position back for corrections.
- If there are no issues or questions, UHR will approve and create the position.

3. Request to post the postdoc position.

❖ **What system?** *UGAJobs*

❖ **Who is involved in this step?** *HU, D/VP (as applicable), OPA and UHR*

❖ **Details:**

A. The HU initiates posting request in UGAJobs:

- Once the postdoc position has been approved, a posting of the position is required to proceed.
- A search for postdoc positions is optional, but a posting is required even for direct hires.
- **IMPORTANT** - Include in the comments section if the posting is for a search or a direct hire so that OPA can determine the correct routing for the posting request (see D. below).

B. The HU submits the posting request through the appropriate approval routing.

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

C. The posting request is routed to OPA, which is labelled as “Sponsored Office” in UGAJobs, by the final hiring unit-Dean/VP Office approver.

- Select “Submit to Sponsored Office”.
- 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.

D. The position is posted.

- For a direct hire (candidate has already been determined), OPA will submit directly for internal posting and send the HU the internal link for the candidate to which the candidate should “apply”. (**IMPORTANT**– Offer letter must be reviewed and approved by OPA before presenting it to the candidate. See next step in this checklist.)
- For open searches, OPA will review and submit to HR for posting on the UGA job board and UHR will post to the UGA job board.

4. For international candidates: Contact the Office of Global Engagement – Immigration Services as soon as possible in the appointment process.

- ❖ **What system?** *Contact the [Immigration Services office](#) via Sylvia Schell, sylvias@uga.edu.*
- ❖ **Who is involved in this step?** *HU, RM, OGE-IS*
- ❖ **For more details:** *Contact the [Immigration Services office](#); immigration@uga.edu; Sylvia Schell – sylvias@uga.edu*

5. Send the draft offer letter to OPA for review before presenting it to the candidate.

- ❖ **What system?** *Email*
- ❖ **Who is involved in this step?** *HU, D/VP (as applicable, check with your unit), OPA*
- ❖ **Details:**
 - A. Determine if the offer will be open-term or defined-term and then use the appropriate postdoc offer letter template.
 - Required templates can be found [here](#).
 - See the [postdoc policy](#) for details on open-term and defined-term offers.
 - B. Email the draft to opa@uga.edu.
 - C. **IMPORTANT OPA Policy:** If the offered salary is 10% above the corresponding level on the relevant federally funded stipend scales scale based on the candidate's years of experience, then a salary justification must accompany the offer letter draft.
 - D. **IMPORTANT:** See page 4 of this document if the unit would like to extend an offer and process the HP for a candidate that has not yet completed all Ph.D. requirements: [A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs](#)

6. Collect appointment documents required in Hiring Proposal (HP).

- ❖ **What system?** *Various*
- ❖ **Who is involved in this step?** *RM and/or HU, PDS; D/VP if the position is a Postdoctoral Associate AC (research and teaching, BCAT: 206X00)*
- ❖ **Details:**
 - A. RM and/or HU collect the required appointment documents.
 - Postdoc Hiring Proposals **require the following appointment documents** to be uploaded to the HP:
 - 1. [Postdoc Hiring Proposal Cover Form](#)
 - If the position is a Postdoctoral Associate AC – BCAT 206X00 (Research and Teaching as Instructor of Record), 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.
 - 2. **Offer letter** with signed acceptance by the candidate. Use the **required** offer letter templates on the [OPA webpage under Forms and Tools](#). Use the

appropriate template for position and term type. Offer letter drafts should be sent to OPA for review prior to presenting to the candidate.

3. **Evidence of degree.** See page 3 of [A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs](#) for documents that can serve as evidence of degree.
 - **IMPORTANT:** If the postdoc position is a Postdoctoral Associate AC – BCAT 206X00 (Research and Teaching as Instructor of Record), then the evidence of degree must be official transcripts. Official transcripts must be submitted directly to the [Office of Faculty Affairs \(OFA\)](#). If electronic, email to ofatranscripts@uga.edu.
4. **Curriculum Vitae**

B. Additional Postdoctoral Associate AC (Research and Teaching postdocs) special requirements and processing.

- The Hiring Proposal will be routed by Office of Postdoc Affairs (OPA) to the Office of Faculty Affairs (OFA).
- Hiring Proposals must reach the Office of Faculty Affairs 30 days prior to the date of appointment.
- Additional Requirement outside of UGAJobs: You may contact the Office of Faculty Affairs (OFA) for the [Instructor of Record Credentialing process](#) for these positions.

7. Submit Hiring Proposal (HP).

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

A. Hiring Unit initiates the HP in UGAJobs:

- Upload the required appointment documents.
- OPA prefers that these documents are uploaded as one PDF file if the unit is able.
- HPs that do not contain the required documents risk processing delay.

B. Hiring Unit submits the HP 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 HPs.
- HPs that skip necessary approval routing risk processing delay.

C. Upon appropriate approval routing within the unit and college, the HP should be routed to “Sponsored Office” (which is OPA) by the last person in the hiring unit-Dean/VP Office approval path.

- Select “Submit to Sponsored Office”.
- Select one of the OPA staff members. A list of OPA staff members can be found [here](#).
IMPORTANT: Please make sure to send to one of the *OPA* staff members. The dropdown includes names that are not OPA staff members; these are for OPA use only.

D. OPA will review the HP:

- OPA staff will confirm that the required documents are attached to the HP (see 6A. and 6B. above), the salary on the HP matches the offer letter and the HP has been routed through the appropriate approval path for the unit.
- If there are any questions or items to correct, OPA will either contact the Initiator of the request or send the HP back for corrections.
- If there are no issues or questions, then OPA will approve and send forward to Central HR.
- In the case of an international candidate, the HP will be sent forward to OGE-IS.
- In the case of a Postdoc Associate AC, 206X00, OPA will send forward to the Office of Faculty Affairs for review.

E. UHR will finalize the hire:

- Central HR will determine background investigation requirements.
- Candidate should follow instructions from BI vendor that should come via email.
- HU should work with UHR if there are any changes needed or issues with the HP or hire.

8. After HP is finalized:

A. HU works with UHR to complete any other HR procedures necessary for the hire.

B. If the candidate is an international scholar, HU works with OGE-IS regarding any remaining requirements for visa sponsorship and/or confirm information about the Immigration Services check-in once the candidate arrives to campus.

C. For Postdoctoral Associate AC (BCAT 206X00 – research and teaching) positions only: Contact the Office of Faculty Affairs (OFA) for the [Instructor of Record Credentialing process](#) for these positions.

Other resources:

[Policy for Postdoctoral Research Appointments](#)

[A Practical Guide to Managing UGA Postdoctoral Positions: Instructions and FAQs](#)

[Office of Postdoctoral Affairs \(OPA\) webpage](#)

[UGAJobs Training Library](#)

[Office of Global Engagement-Immigration Services](#)

[UGA Human Resources](#)

[Departmental Contacts](#)