



Postdoctoral Affairs

Office of Research

UNIVERSITY OF GEORGIA

Processing Postdoctoral Appointments in UGAJobs: A Guide for Unit HR Administrators

Roles

- **Hiring Unit** – UGA unit responsible for creating, hiring and managing the postdoc position.
- **Hiring Unit's Reporting Dean/VP Office** – Dean or VP Office to which the hiring unit reports and from which the hiring unit obtains applicable approvals.
- **Sponsored Office/Office of Postdoctoral Affairs** – 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) and hiring proposals.
- **Central HR** – Upon OPA's approval, OPA staff will submit the requests to Central Human Resources for their review and approval.

Key Points

- **Effective December 16, 2018**, all postdoctoral positions will be processed and managed through UGAJobs using the **Grad/Research/Student/Temp position type**.
- Check with your Dean/VP Office on the UGAJobs approval routing required within your college for new postdoc positions, postings and hiring proposals. Research Mentors/Pis/Supervisors are responsible to ensure they have applicable unit approval to create and appoint to a postdoctoral position.
- 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](#).
- **Important:** The checklist on the following pages outlines the basic steps to appoint/hire a postdoc in UGAJobs and only gives specific instructions for Office of Postdoctoral Affairs policy and procedure. Please make sure to check with your unit and college for any internal procedures and [Human Resources](#) for any general UGA employment requirements (such as Critical Hire approval process) and [Office of International Education-Immigration Services](#) (if applicable) regarding visa-related issues.
- **Please be aware if the [Critical Hire process](#) is still in place and check with your unit and Dean/VP Office on internal procedures for processing these requests.**

See pages 2-5 for the checklist.

□ ASSIGN OR REQUEST CREATION OF A POSTDOC POSITION:

Important Points:

- Each postdoc is assigned to a position. 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.
- *Please be aware if the [Critical Hire process](#) is still in place and check with your unit and Dean/VP Office on internal procedures for processing these requests.*

Instructions:

1. Hiring Unit initiates position request in UGAJobs:

- a. 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.
- b. 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.
- c. **IMPORTANT OPA Policy:** The *Duties/Responsibilities* section of a postdoc position request is required and must be completed.

2. Hiring Unit should submit the position request through the appropriate approval routing within the hiring unit and the reporting college/VP office.

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

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

- a. Select “Submit to Sponsored Office”.
- b. 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.

4. OPA will review the position request.

- a. If there are no issues or questions, then OPA will approve and send forward to Central HR.
- b. 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.

❑ REQUEST TO POST THE POSTDOC POSITION:

Important Points:

- Once the postdoc position has been approved, a posting is required to proceed.
- A posting is required even for direct hires. (A search for postdoc positions is optional.)

Instructions:

- 1. Hiring Unit initiates posting request in UGAJobs:**
 - a. If the Critical Hire process is in effect, USG final approval documentation is required to be uploaded to the posting request.
 - b. **IMPORTANT** - Include in the comments section if the posting is for a search or a direct hire.
- 2. Hiring Unit should submit the posting request through the appropriate approval routing within the hiring unit and the reporting college/VP office.**
 - a. Dean/VP Offices should communicate to their units the approval routing that is required for postdoc posting requests.
 - b. Postings that skip necessary approval routing risk processing delay.
- 3. Upon appropriate approval routing within the unit and college, the posting request should be routed to “Sponsored Office” (which is OPA) by the last person in the hiring unit-Dean/VP Office approval path.**
 - a. Select “Submit to Sponsored Office”.
 - b. 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 actually OPA staff members; these are for OPA use only.
- 4. Posting approval:**
 - a. Direct hire - OPA will submit directly for internal posting and send the contact for the Unit the internal link for the candidate. (**IMPORTANT OPA Policy** – make sure the offer letter has been reviewed and approved by OPA before presenting it to the candidate. See next step in this checklist.)
 - b. Search - OPA will review and submit to HR for posting on the UGA job board.

❑ **SEND DRAFT OFFER LETTER TO OFFICE OF POSTDOCTORAL AFFAIRS (OPA) FOR REVIEW BEFORE PRESENTING IT TO THE CANDIDATE:**

- Please use the postdoc offer letter templates that can be found [here](#).
- Email the draft to opa@uga.edu.
- In addition to the draft offer letter please send the following as applicable:
 - If the Critical Hire process is in effect, USG final approval documentation is required to accompany the draft offer letter.
 - **IMPORTANT OPA Policy:** 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.*)

❑ **SUBMIT HIRING PROPOSAL (HP) in UGAJobs:**

Once a candidate to fill the position has been identified, a Hiring Proposal for the candidate should be created from the posting.

Instructions:

1. Hiring Unit initiates the HP in UGAJobs:

- a. If the Critical Hire process is in effect, USG final approval documentation is required to be uploaded to the HP.
- b. **IMPORTANT OPA Policy** - Postdoc HPs require appointment documents, which are the [Postdoc Hiring Proposal Cover Form](#) and the additional items in the checklist (listed at the bottom of the form).
 - i. Upload these documents in the HP.
 - ii. OPA prefers that these documents are uploaded as one PDF file if the unit is able.
 - iii. **IMPORTANT** – please see information below if the position is for a Postdoctoral Associate AC (Research and Teaching) position (BCAT 206X00). Additional HP requirements will apply.
- c. HPs that do not contain the required documents risk processing delay.

2. Hiring Unit should submit the HP through the appropriate approval routing within the hiring unit and the reporting college/VP office.

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

3. 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.

- a. Select “Submit to Sponsored Office”.
- b. 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 actually OPA staff members and those are for OPA use only.

4. OPA will review the HP.

- a. If there are no issues or questions, then OPA will approve and send forward to Central HR.
- b. 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.

***For Postdoctoral Associate AC (Research and Teaching) positions:**

- Postdoctoral Associate AC positions (Research and Teaching postdocs) teach as *Instructor of Record*. Therefore additional requirements are required for the HP:
 1. Official transcripts must be submitted directly to the Office of Faculty Affairs (OFA).
 2. 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.
- 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.