

POSTDOCTORAL HIRING PROCESS

STEP 1 – (Department Review) - The Department Head should prepare and forward a completed hiring packet to the Dean for review and approval. The Department Head should prepare and submit the completed hiring packet **PRIOR** to hiring the individual. In order to be complete, the Postdoctoral hiring packet **MUST** include all of the following:

1. Postdoctoral Research or Associate Research Scientist hiring form – All sections of the form must be completed and must be signed by the Department Head;
2. Current Vita of the individual being recommended;
3. Transcripts of the individual being recommended;
4. Narrative specifying the requirements of the postdoctoral position; and,
5. Qualifications of the individual being recommended.
6. Deemed Export Control Attestation (Form only needed when the individual being hired is not a U. S. citizen)

STEP 2 – (Dean Review) - Upon receipt of the hiring packet, the Dean's Office will ensure the packet is complete. The Dean reviews the hiring form and all documents in the hiring packet and ensures the hiring form is complete with all of the necessary information.

If all of the information is not provided on the form or if any of the required documents are not included in the hiring packet, the packet is not considered complete and must be returned to the Department Head for completion and re-submission.

If the packet is complete and the Dean approves the recommendation, the Postdoctoral packet should be forwarded to the Office of EEO and Diversity for review.

STEP 3 – (EEO Review) - Upon receipt of the Postdoctoral packet, EEO staff will review. If it is determined the packet is incomplete or additional information is needed, EEO staff will return to the Dean's Office for completion. Upon EEO approval, the packet will be forwarded to the Provost's Office.

STEP 4 – (Provost Review) - Upon receipt of the Postdoctoral packet, if it is determined that the packet is incomplete, the packet will be returned to the Dean's Office for completion and re-submission.

If the packet is complete, the Provost will review and upon Provost approval, the Provost's Office will issue a contract letter to the individual.

STEP 5 – (Notification to Office of International Students) - If the position appointment indicates that the individual is not a U. S. citizen and needs an invitation letter, the Office of International Students will be notified and will issue the necessary invitation. The information on the invitation letter (i.e. start/end dates, salary, funding source, etc.,) must match information in the contract letter.

Note: It is important that Department Heads realize that the Postdoctoral Research Associate or Postdoctoral Associate Research Scientist cannot be hired until after the Postdoctoral packet has completed the routing process and written approval is provided by the Provost. Once the contract is issued, any changes (including start date) must be approved by both the Office of International Student Services as well as the Provost prior to the revision being made.

Approved by President's Advisory Council on March 21, 2011