Process for New Postdoc Appointments

1. Once a Postdoctoral Research Fellow candidate has been identified, the following should be completed prior to submitting an offer letter.
   a. If Postdoctoral Research Fellow candidate visa sponsorship, contact the Office of International Services (OIS).
      i. Depending on the type of Visa, this process can take up to 6 months. J1 Visa USCIS processing time: 3 to 6 months.
   b. Contact your unit’s HR Generalist.
   c. Submit a Criminal Background Check Form (CBCF) for clearance to HR Records with cc to HR Generalist.

2. Once Background has cleared.
   a. Submit the following to the Office of Postdoctoral Affairs (OPA) at PostdocAppointments@uthscsa.edu.
      i. Offer Letter (read instructions thoroughly and use the template)
      ii. CV
      iii. If Postdoctoral Research Fellow candidate requires a visa, the Offer Letter sent to OPA and OIS should have the anticipated start date of the applicant’s Visa.
      
      Note:
      • applicant cannot start until cleared with employee health so allow for at least 1 week after arrival before start date.
      • any changes made to an offer letter after signatures have been obtained, must be resubmitted for signature.

3. Upon return of the offer letter from OPA; send to Postdoctoral Research Fellow Candidate for signature along with...

4. Notification of required documents. All required documents must be submitted directly to OPA from the granting institution.
   a. Official Original Certified Transcripts
      i. Unofficial transcripts can be accepted at time of offer letter submittal.
      ii. Official transcripts must be received by OPA at least 15 days prior of appointment start date.
      iii. Official transcripts must be sent directly to OPA from the institution either in paper form or electronically at PostdocAppointments@uthscsa.edu.
      iv. If doctorate was received from a foreign institution, an Evaluation (and translation, if necessary) of the transcripts is necessary.
      v. Evaluation must be by a member of the National Association of Credential Evaluation Services (please see NACES.org for list of member organizations).
   b. Copy of Diploma
      i. This can be either a copy or an actual photo of the diploma. Note: The Postdoctoral Research Fellow Candidate can submit.

5. After offer letter is accepted and signed by Postdoctoral Research Fellow candidate, submit electronic copy to OPA with a Notification of Intent to Hire Form for OPA Signature

6. Unit Representative Submits to HR
   a. Completed Notification of Intent to Hire Form
b. Fully signed offer letter.
c. And any other supporting documentation required by HR.
d. Applicant is instructed to clear with Employee Health for immunizations.
Important Notifications for New Postdocs

Once the postdoc has arrived please be sure to notify the postdoc of these requirements.

7. Notify Postdoctoral Research Fellow of required activities
   a. New Postdoc Orientation (NPO)
      i. Within 90 days of appointment start date
   b. Individual Development Plan (IDP) - (recommended My IDP)
      i. Initial IDP within 90 days of appointment start date
      ii. Then annually, one month prior to appointment anniversary date
      iii. Postdoc will be notified 90 days prior to anniversary date
   c. Evaluation - (recommended Postdoctoral Research Fellow Evaluation)
      i. Submitted annually, one month prior to appointment anniversary date
      ii. Postdoc will be notified 90 days prior to anniversary date
      iii. Done by Postdoctoral Research Fellow and Faculty Mentor
      iv. Retention by department
   d. Attend Responsible Conduct in Research (RCR)
      i. Spotlight of Research Integrity (SRI); (monthly)
      ii. RCR Course in GSBS (for a fee)
      iii. Other Online Courses Available
         1. Collaborative Institutional Training Initiative (CITI)
         2. Columbia University’s Online RCR Courses
   e. Attend Rigor & Reproducibility within the 1st year of appointment.
      i. Rigor and Reproducibility in Biomedical Research (R&R)
      ii. Once every four (4) years