



# UT Health

San Antonio

Postdoctoral Affairs

## Advertisement for the Recruitment of Postdoctoral Fellows Guidelines for Processing

Advertisements for the recruitment of postdoctoral fellows to the University of Texas Health Science Center at San Antonio require approval by the Office of Postdoctoral Affairs (OPA) prior to placement/use.

Send an email request for review/approval of the planned advertisement.  
Please include:

- 'Postdoctoral Recruitment Ad' in the subject line of the email
- Department Name/Department ID
- An attached document (pdf formatted) of the planned advertisement. All advertisements must include separate sentences as follows:
  - Use either the Official name: University of Texas Health Science Center at San Antonio or the "DBA" name of UT Health San Antonio.
  - No acronyms are to be used to identify our institution.
  - All postdoctoral appointments are designated as security sensitive positions.
  - UT Health San Antonio is an Equal Employment Opportunity/Affirmative Action Employer including protected veterans and persons with disabilities.

Documents will be reviewed and the advertisement electronically returned with approval (or with suggestions for corrections/edits).

Any changes in the wording of an advertisement need to be resubmitted to OPA for review/approval.

Requests should be submitted to [OPA@uthscsa.edu](mailto:OPA@uthscsa.edu).

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[opa.uthscsa.edu](http://opa.uthscsa.edu)