

Process for New Postdoc Appointments

1. Once a Postdoctoral Research Fellow candidate has been identified, the following should be completed.
 - a. Submit the background check form for clearance. Once clearance is received, continue with process below.
 - b. 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
2. After offer letter is accepted and signed by Postdoctoral Research Fellow candidate, submit electronic copy to OPA.

Please note that any changes made to an offer letter after signatures have been obtained, must be resubmitted for signature.
3. If Postdoctoral Research Fellow candidate requires a visa, submit to OIS as a part of OIS' required submission packet.
 - a. Depending on the type of Visa, this process can take up to 6 months. J1 Visa USCIS processing time: 3 to 6 months.
 - b. 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.
4. Notify Postdoctoral Research Fellow of the required documents. All required documents must be submitted directly to OPA.
 - a. Official Original Certified Transcripts (Translated/Evaluated as necessary)
 - i. Unofficial transcripts can be accepted at time of offer letter submittal
 - ii. Official transcripts must be received by OPA at least 30 days prior of appointment start date.
 - iii. Official transcripts must be sent directly to OPA from the institution either in paper form or electronically.
 - b. Copy of Diploma
 - i. This can be either a copy or an actual photo of the diploma
5. [Notification of Intent to Hire Form](#) for OPA Signature
 - a. **A fully signed offer letter must accompany the Notification of Intent to Hire Form.**
6. Department/Center/Institute Representative Submits To HR
 - a. Completed Notification of Intent to Hire Form
 - b. And any other supporting documentation required by HR
 - c. 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) (Spotlight on Research Integrity (monthly)
 - e. Attend Rigor & Reproducibility (R&R) Workshop (once, every 4 years)
 - f. Responsible Conduct in Research (RCR)
 - i. [Spotlight of Research Integrity](#)
 - ii. RCR Course in GSBS (for a fee)
 - g. [Rigor and Reproducibility in Biomedical Research](#) (R&R)
 - i. Once every four (4) years