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.

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 5 months. J1 Visa USCIS processing time: 3 to 5 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 within 30 days 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 Intent to Hire for OPA Signature (must have a fully signed offer letter on record prior to being signed)

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
Import 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