

## 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](mailto: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