Postdoc Appointment Process

1. Once a Postdoctoral Research Fellow candidate has been identified, the following should be completed.
   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

2. After offer letter is accepted and signed by Postdoctoral Research Fellow candidate:
   a. Submit the background check form for clearance. Once clearance is received, continue with process below.
   b. Submit the electronic copy to OPA with the Notification of Intent to Hire Form for OPA Signature.

*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. (Check with OIS for current processing times)
   b. The Offer Letter 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 within 15 days prior to start date.
   a. Official Original Transcripts
      i. Official transcripts must be received by OPA directly from the granting institution
      ii. Can be in paper form or electronically.
      iii. Unofficial transcripts can be accepted at time of offer letter submittal
   b. Copy of Diploma
      i. paper copy or a photo of the diploma
c. Evaluation
   i. ALL doctoral degrees earned in a foreign country must be evaluated.
   ii. Must be evaluated by a member of the National Association of Credential Evaluation Service (NACES.org)
   iii. The commonly used agencies by UT Health SA are:
        1. Educational Credential Evaluators, Inc (ECE)
        2. World Education Services, Inc (ECE)
   iv. Must be received by OPA directly from the credentialing agency.

5. 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.

1. 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. 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) and Rigor & Reproducibility Workshops
      i. Responsible Conduct in Research (RCR)
         1. Spotlight of Research Integrity
            a. monthly
         2. RCR Course in GSBS (for a fee)
            a. Only if required by mentor
      ii. Rigor and Reproducibility in Biomedical Research (R&R)
         1. Within 1st year of appointment start date
         2. And every four (4) years