

New Appointment Checklist

Office of Postdoctoral Education

Important Links:

[Postdoctoral Scholar Handbook](#)

[Postdoctoral Forms](#)

Once the postdoctoral scholar applicant has been selected:

☐ 1. **Collect the following documentation:**

- i. Current CV of the postdoctoral scholar
- ii. Transcript (in English) showing proof of terminal degree
 - a. UAB strongly recommends using [WES](#) to obtain English translations of transcripts.
- iii. Copy (in English) of terminal degree from awarding institution
 - a. If the postdoctoral scholar has not yet been awarded their terminal degree, ask the scholar to request a letter of completion from their Graduate School.
 - i. A letter of pending degree does not qualify.
- iv. Two professional references for the scholar and their contact information

☐ 2. **Determine if a visa will be needed. If so, contact ISSS for J-1 visa holders and IFSIS for H-1B visa holders.**

- i. Some visas can take up to six months to be approved. Therefore, do not wait to contact ISSS or IFSIS!

☐ 3. **Submit an *Approval Form for Hire* through the [OPE website](#).**

- i. This is required for every new appointment at UAB regardless of appointing school.
- ii. For postdocs who do not require a visa, this must be submitted to OPE at least a month prior to the appointment's start date. For postdocs who require a visa, this submission needs to be completed as soon as possible (at least 60 days before the start date).¹
- iii. You will need to know the postdoc's
 - a. Contact email
 - b. Immigration status
 - c. Any previous postdoctoral training at other institutions
 - d. Funding source(s)
 - e. Annual salary
- iv. The form will need to be signed by
 - a. Departmental administrator/fiscal officer
 - b. Faculty mentor (primary)
 - c. Department chair
 - d. School administrator/fiscal officer
- v. OPE will run a background check on the scholar within 5 business days of the office receiving the approval form.

¹ The postdoc needs a signed appointment letter before they can apply for a visa, and OPE requires at least a month between the approval form submission and the processing of an appointment letter due to the fact background checks must be completed before an appointment letter is issued.

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- ☐ 4. **Request a new appointment letter through the OPE [website](#).**
- i. This is usually requested by the department's HR administrator so that they can approve it.
 - ii. For international postdocs, check with ISSS or IFSIS first to determine a realistic start date.
 - iii. Appointment letters must be for one year, and they cannot be backdated. Their start date must be at least 30 days after the submission to OPE of the *Approval Form for Hire*.²
 - a. Furthermore, an appointment letter's start date must be after the background check has been completed and verified by HireRight.
 - 1. Please note that background checks generally take a week to complete for domestic applicants and around two-four weeks to complete for international applicants. Of course, they can take longer depending on the individual.
 - iv. For the appointment letter, you will need to provide the:
 - a. Approval request form fully signed
 - b. CV of the postdoctoral scholar
 - c. Job duties for their postdoctoral training
 - d. Copy of terminal degree (in English), transcript showing terminal degree awarded (in English), or letter of completion by the scholar's Graduate School
 - v. OPE will initiate the appointment letter and route it to:
 - e. Departmental HR to approve
 - f. Faculty mentor(s) to sign
 - g. Postdoctoral scholar to sign
 - h. OPE to sign
 - vi. Once the letter is signed by all parties, a completed form will be sent to all approvers and signers.
- ☐ 5. **Initiate an ACT document through Oracle.**
- i. Ensure that the following is entered:
 - a. Their highest degree and the date received (can be in the future)
 - b. Proposed termination date
 - ii. Upload onto OnBase:
 - a. *Approval Form for Hire* fully signed
 - b. Appointment letter fully signed
 - c. Current CV
 - d. Transcript (in English) showing proof of terminal degree
 - e. Copy (in English) of terminal degree from awarding institution.
 - i. A letter of completion from the scholar's Graduate School can suffice if the degree has not been physically awarded.
 - iii. ACT documents will be returned if the above are not uploaded.
- ☐ 6. **Sign up the scholar for UAB's orientation ["Discover UAB."](#)**
- ☐ 7. **For postdoctoral employees (status 21), initiate the I-9/E-verification (section 1) to the postdoctoral scholar.**

² For scholars who have not yet physically been awarded their degree, the start date must occur at least one day after the date on the letter of their completion.

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- i. This must be completed by the scholar no later than their start date.
- ☐ 8. **For postdoctoral employees (status 21), complete the I-9/E-verification (section 2) in-person with the postdoctoral scholar.**
 - i. This must be completed in the first three days of the start date.
- ☐ 9. **Ensure the scholar schedules a welcome interview with OPE within the first two weeks of their start date.**
- ☐ 10. **Remind the scholar of completing the required Postdoc Orientation and IDP workshop in the first semester of their training.**

Please let OPE know if you have any questions. We are here to help!