

This is a guide to how to appoint Postdoctoral Associates (GSU employees), Postdoctoral Fellows, Postdoctoral Fellows-Adjunct.

These procedures should be used in conjunction with the **Policy for Postdoctoral Research Appointees**

This also outlines the related procedures for appointing Predoctoral Fellows.

# **Procedures for Postdoctoral Research Appointees**

## **Appointment Procedures**

The unit that is hiring the appointee is responsible for ensuring all procedures are completed. The unit is responsible for housing a personnel file for postdoctoral appointees (associates, fellows, and adjuncts) that contain the following:

- a) Curriculum vita
- b) Official Transcript (English or Notarized Translation)
- c) The award notification for postdoctoral fellows and fellow-adjuncts who have been personally sponsored by an external agency
- d) Offer letter

As part of their orientation to GSU, the Postdoctoral Research Associates, Fellows and Adjuncts must obtain a GSU Panther ID Card, providing access to physical facilities and online services, including access to libraries, access to recreational facilities, parking, etc. All must complete right-to-know and safety training through GSU Environmental Safety Division and other new hire training. Because these are training positions, they do not have to be advertised.

## **Postdoctoral Research Associate**

There are two scenarios with different procedures for the appointment of a Postdoctoral Research Associate:

1. Individual is specifically named as a Postdoctoral Research Associate in the award or a postdoctoral position is specified in the agency-approved budget
  - a. PI/designee must submit to the Sponsor –Funded HR Liaison
    - i. Background authorization form
    - ii. Agency-approved Award budget and budget justification (with named individual or approved postdoctoral position)
    - iii. Curriculum vita
  - b. Candidate can be offered a “conditional hire” pending background check
  - c. HR Liaison will forward these documents to PBH for the individual’s personnel file
  - d. Employment will send a new hire packet and sponsor-funded postdoctoral offer letter to the employee
  - e. Hiring department will complete a PAF and submit to PBH at least 5 business days prior to the hire date
  - f. Employee will submit a completed new hire packet and signed offer letter to Payroll, Benefits and Human Resources (PBH)
  - g. Employee is benefits-eligible and should contact PBH to complete appropriate documentation for health insurance and payroll
2. Postdoctoral Research Associate is a new position and not specified in an award

- a. PI/Designee must complete a Sponsor-Funded Position Review “short form” and submit to Sponsor Funded HR Liaison for approval
- b. Sponsor Funded HR Liaison approves position (notifies PI/designee).
- c. Candidate can be offered a “conditional hire” pending background check
- d. PI/designee must submit to the Sponsor –Funded HR Liaison
  - i. Background authorization form
  - ii. Curriculum vita
- e. HR Liaison will forward these documents to PBH for the individual’s personnel file
- f. Employment will send a new hire packet and sponsor-funded postdoctoral offer letter to the employee
- g. Hiring department will complete a PAF and submit to PBH at least 5 business days prior to the hire date
- h. Employee will submit a completed new hire packet and signed offer letter to Payroll, Benefits and Human Resources (PBH)
- i. Employee is benefits-eligible and should contact PBH to complete appropriate documentation for health insurance and payroll

Note: Postdoctoral Research Associates will be appointed with the job title Postdoctoral Associate AC. The job title Postdoctoral Associate AD will be used for Postdoctoral Clinical Associates who are engaged in clinical, rather than research, training. The Policy for Postdoctoral Research Appointees does not apply to those engaged in clinical training.

### **Procedure for the appointment of a Postdoctoral Research Fellow**

The unit in which a Postdoctoral Research Fellow and Fellow-Adjuncts appointed is responsible for:

Housing a personnel file that contains fellows:

- a) Curriculum vita
- b) Official Transcript (English or Notarized Translation)
- c) The award notification that specifically funds stipends for postdoctoral fellows and fellow-adjuncts
- d) Offer letter signed by the fellow that includes annual compensation and terms of appointment

The unit must submit the appropriate paperwork for payroll processing at least 10 business days in advance.

1. Postdoctoral Fellow is an existing employee at Georgia State University
  - a. A “Fellowship Request Form” (available on HR website) and a copy of the award are submitted to PBH (Felecia Donald).
  - b. The Postdoctoral Research Fellow will be paid a monthly stipend

- c. Appointee may sign up for health insurance at [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University and the post-doc option. Payment is made by the post-doc directly to the company
2. Postdoctoral Fellow is a new appointment to Georgia State University
- a. A “Fellowship Request Form” (available on HR website) and a copy of the award is submitted to PBH (Felecia Donald).
  - b. The Postdoctoral Research Fellow will be paid a monthly stipend
  - c. A “new hire” package along with I-9 certification must be completed by the fellowship recipient within 3 days of being on campus at PBH
  - d. Background investigation approval will be part of the “new appointment” process
  - e. Appointee may sign up for health insurance at [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University and the post-doc option. Payment is made by the post-doc directly to the company
3. Postdoctoral Research Fellow – Adjunct
- a. A “Fellowship Request Form” (available on HR website) with \$0 compensation and a copy of the award is submitted to PBH (Felecia Donald).
  - b. Background investigation approval will be part of the “new appointment” process (if not current employee)
  - c. Appointee may sign up for health insurance at [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University and the post-doc option. Payment is made by the post-doc directly to the company.

## Procedure for the Appointment of a Predoctoral Research Fellow

A Predoctoral Fellow is only appointed when a graduate student is funded by a sponsored project (typically NIH or NSF) that funds a stipend (not a research assistantship.)

The unit must submit the appropriate paperwork for payroll processing at least 10 business days in advance.

4. Predoctoral Fellow is an existing employee at Georgia State University
  - a. A “Fellowship Request Form” (available on HR and URSA website) and a copy of the award are submitted to PBH (Felecia Donald).
  - b. The Predoctoral Research Fellow will be paid a monthly stipend
  - c. Appointee must sign up for health insurance at [www.studentinsurance.com](http://www.studentinsurance.com) as a graduate student. The insurance is paid by the student directly to the company.
  
5. Predoctoral Fellow is a new appointment to Georgia State University
  - a. A “Fellowship Request Form” (available on HR website) and a copy of the award are submitted to PBH (Felecia Donald).
  - b. The Predoctoral Research Fellow will be paid a monthly stipend
  - c. A “new hire” package along with I-9 certification must be completed by the fellowship recipient within 3 days of being on campus at PBH
  - d. Background investigation approval will be part of the “new appointment” process
  - e. Appointee must sign up for health insurance at [www.studentinsurance.com](http://www.studentinsurance.com) as a graduate student. The insurance is paid by the student directly to the company.