

# 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
  - 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.
- ii. 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).<sup>1</sup>
- 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 3 business days of the office receiving the approval form.

**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

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<sup>1</sup> 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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be at least 30 days after the submission to OPE of the *Approval Form for Hire*.<sup>2</sup>

- 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
- iii. ACT documents will be returned if the above are not uploaded.

**6. For postdoctoral employees (status 21), initiate the I-9/E-verification (section 1) to the postdoctoral scholar.**

- i. This must be completed by the scholar no later than their start date.

**7. 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.

**8. Ensure the scholar schedules a welcome interview with OPE within the first two weeks of their start date.**

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<sup>2</sup> 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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- 9. **Sign up the scholar for UAB's orientation "[Discover UAB.](#)"**
  - i. Postdoctoral scholars are not automatically enrolled in UAB's orientation. You will need to email [learndev@uab.edu](mailto:learndev@uab.edu) and ask them to enroll the scholar in both the eLearning and Zoom sessions. You will just need to provide the scholar's BlazerID number to Learning and Development. *We ask that you help us encourage postdocs to take this orientation because this is their only chance to talk to Benefits.*
  
- 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!