Introduction

This document serves as a reference guide regarding procedures and other requirements to hire postdoctoral associates following state and federal law, university regulations and policies, and other rules. It is updated routinely as new changes are implemented. In that regard, please download the most recent version of the guide, as noted by the effective date on the title page, from the Provost’s Office Web site at www.provost.ucf.edu/ prior to hiring a new postdoctoral associate.

For information regarding additional procedures, processes, and requirements specific to your area vice president (VP) or college, please contact your area VP or college personnel representative for assistance.
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**Getting Started**

**Postdoctoral associate positions**

Twelve-month postdoctoral associate positions with benefits are available for appointment and automatic renewal up to 3 years for eligible candidates, as described in the Postdoctoral Associate State University System Class Specifications (see Appendix A).* There are no advertising or search requirements for these types of positions. The hiring official may simply hire the candidate of his or her choice following state and federal law, university regulations and policies, and other rules as referenced in this guide.

For specific information regarding available benefits for postdoctoral associates, please contact Human Resources’ (HR) Benefits section directly for assistance or visit the Web site at http://hr.ucf.edu/web/benefits/index.shtml.

*Under special circumstances as approved in advance by the provost, these appointments may be renewed for an additional year for a maximum of 4 years total.

**Budget authorization**

**Education & General (E&G):** The first step in hiring an E&G postdoctoral associate is to obtain budget authorization from your area VP or college dean’s office. Please contact your area VP or college dean’s office directly for assistance in this regard.

**Contract & Grant (C&G):** To confirm budget availability for C&G postdoctoral associate positions, contact the Office of Sponsored Research.

**Position number assignment**

This is a unique 5-digit number that will be assigned to the new employee, and must be entered on the Postdoctoral Associate Agreement. Position numbers can be obtained by contacting your area VP or college dean’s office.

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**Hiring and Other Required Documentation**

**Hiring package**

The following supporting materials must be secured by the hiring official and unless otherwise stated, must be retained in the employee’s official college file for possible university audit.

1) **Hiring Package Checklist for Adjunct and Postdoctoral Associate Employees.**

2) **Current résumé or curriculum vitae (CV)**

3) **Official transcript of highest degree or U.S. equivalency evaluation for credentials earned at non-U.S. institutions.** Credentials earned at a non-U.S. institution, require a U.S. equivalency evaluation acceptable to the university. For more specific information on how to obtain a U.S. equivalency evaluation and the required supporting documents, please contact Faculty Affairs by calling them directly or visiting their Web site at www.facultyaffairs.ucf.edu/ (see the Faculty Foreign Credential Evals). Note that a copy of the certified transcript of highest degree (or U.S. equivalency evaluation for non-U.S. credential) must be forwarded to the Faculty Affairs office for all new postdoctoral associates, in order to record the employees’ academic information into the university’s official personnel database (PeopleSoft).

4) **Copy of completed and signed Postdoctoral Associate Agreement, and Applicant Affirmation forms.**

5) **Employment Certification--Form AA20.** As indicated on form AA20, form AA20[a] will also be required for postdocs who will serve as an instructor of record for UCF credit bearing experiences.
6) **Copy of Certification of Faculty Teaching Qualifications--Form AA20(a).** Required for all postdoctoral associates expected to serve as an instructor of record for any credit bearing UCF experience (including thesis, dissertation, directed research and independent study hours). The original form, signed by all appropriate parties should be sent to the Office of Faculty Affairs. For additional information regarding the AA-20[a] form, please refer to the UCF Faculty Teaching Qualifications Compliance and Instruction Manual available on the Faculty Affairs website at [http://www.facultyaffairs.ucf.edu](http://www.facultyaffairs.ucf.edu) (see Faculty Teaching Qualifications menu).

7) **Copy of Nomination and Appointment of Graduate Faculty & Graduate Faculty Scholars Form.** Required for postdoctoral associates who will participate in graduate level activities. In such cases, the original form should be submitted electronically to the College of Graduate Studies, along with a copy of the candidate’s curriculum vitae (see below). A copy of the form should be included in the hiring package.

8) **Three documented telephone reference checks.** Verification of three or more telephone reference checks. Note that current letters of recommendation (meaning no more than one year old) may also be used, but can only substitute for one of the required telephone reference checks. In other words, at least two of the references must be made via telephone. Also note that at least one of the references should be solicited from someone other than those indicated on the candidate’s list of references.

9) **Criminal history background check.** Official results from the criminal history background check, as obtained from the Office of Human Resources Recruitment Section (see below). The results must be reviewed and initialed by the hiring official or other responsible area or college official.

**Teaching qualifications documentation**

As indicated in the previous section (see item 6 above) and on the hiring package checklist, a Certification of Faculty Teaching Qualifications form (AA-20[a]) must be completed for all new postdoctoral associates that will serve as an instructor of record for UCF credit bearing courses (including thesis and dissertation hours, directed research, and independent studies). The AA-20[a] form, UCF Faculty Teaching Qualifications Guidelines, and the UCF Faculty Teaching Qualifications Compliance and Instruction Manual can be found at [http://www.facultyaffairs.ucf.edu/qualifications/index.asp](http://www.facultyaffairs.ucf.edu/qualifications/index.asp).

**Graduate Faculty appointments**

Before engaging in any graduate level activities (teaching graduate courses and/or serving as members or co-chairs of thesis or dissertation committees), the candidate must be appointed as a Graduate Faculty Scholar. In order to nominate a candidate for such an appointment, the hiring department must complete and submit (electronically) an approved Nomination and Appointment of Graduate Faculty & Graduate Faculty Scholars form along with a copy of the nominee’s curriculum vitae to the College of Graduate Studies.

The nomination form and additional information regarding this process can be found at [http://www.admin.graduate.ucf.edu/formsnfiles/](http://www.admin.graduate.ucf.edu/formsnfiles/).

**Individuals Holding Public Office**

A candidate that holds or formerly held a political office at the local, state, or national level must be approved for hire by the provost and executive vice president prior to making an offer of employment. Specifically in such cases, the respective college dean or administrative area vice president must consult with the vice president for university relations, and then seek hire approval from the provost and executive vice president. Dean/VP offices may contact the Office of the Provost and Executive Vice President. For additional information, please refer to the UCF Guideline on the Appointment of Individuals Holding Public Office at [http://www.provost.ucf.edu/ppgh/docs/GuidelineApptPublicOffice.pdf](http://www.provost.ucf.edu/ppgh/docs/GuidelineApptPublicOffice.pdf).
Employment of Relatives

UCF policy 3-008 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of postdoctoral associates who have indicated that they have a “relative (as specifically defined by the policy),” employed by the university must be reviewed and approved by the provost or designee. Additional information on the policy and process can be found at http://www.facultyaffairs.ucf.edu/conflicts/relatives/relatives.asp.

Criminal History Background Checks

UCF requires a criminal history background check for all new postdoctoral associate hires. Employees for whom a criminal history background check has not been completed may not be placed on the university’s payroll. In order to request the required background check, the hiring official must forward a completed and signed Faculty Disclosure and Release of Information Authorization Form and Applicant Affirmation directly to HR’s Recruitment section. To obtain the disclosure form and more specific information regarding the criminal history background check process, please visit HR’s Recruitment Section Web site at www.hr.ucf.edu/web/recruitment/index.shtml (select Background Checks).

Note that the purpose of any criminal history background check is to determine whether criminal history is job-related. A criminal history is not a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

Signing Up for Payroll & Benefits

Payroll guidelines & deadlines

Once the employee has been selected and all hiring documents have been obtained, the college/area must complete the necessary sign-in documents as required by the Human Resources Records section. Please refer to HR’s sign-in procedures at: http://www.hr.ucf.edu/web/records/PDA%20Sign%20In%20Documents%20Updated.pdf for additional information in this regard.

For specific information regarding Payroll Services procedures and deadlines, please refer to HR’s Payroll Services Web site at hr.ucf.edu/web/payroll/ (see Payroll Calendar and Payroll Guidelines), or contact the Payroll Services section directly for assistance.

New employee sign-in and orientation

In order to place an employee on the university’s payroll and comply with federal immigration law, all new employees are required to complete sign-in paperwork in their hiring department no later than 3 business days after the employment start date according to the Employment Agreement. New employees must also attend an orientation session, which covers university policies, procedures and benefits. The orientation sessions are hosted by the Office of Human Resources but must be coordinated by the hiring department at the time the sign-in paperwork is completed. For more specific information regarding new employee sign-in procedures and orientation sessions, documentation required from the employee, etc., please refer to HR’s Records Web site at hr.ucf.edu/web/records/index.shtml (see New Employee Sign-in Procedure), or contact the Records section directly for assistance.

Note that failure to complete sign-in and provide Payroll Services with the necessary documentation required for compliance with federal immigration law and withholding requirements within three business days after the Employment Start Date as indicated on the Employment Agreement will nullify
**Employment Agreement**

In the event that a new employee is unable to complete sign-in within the three-day period, a new Employment Agreement with a new Employment Start Date will need to be issued.

**Benefit Enrollment Sessions**

A “New Employee Benefits Summary” will be provided to all new postdoctoral associates during the New Employee Orientation, at which time the employee can either turn in already completed benefit forms or opt to attend a later Benefit Enrollment Session. For more specific information regarding benefits, please contact HR's Benefits section directly for assistance or visit the Web site at [hr.ucf.edu/web/benefits/index.shtml](http://hr.ucf.edu/web/benefits/index.shtml).

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**Obtaining a Network ID, Personal ID, GroupWise Account & Temporary Parking Decal**

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The EmplID assignments will enable the employee to begin the process of securing a parking decal from the University Parking and Transportation Services office, access to University Library services, as well as ability to order course books and other information to support their transition to the university.

The EmplID number can be obtained by the college/area by completing the “Hire an Employee” form via the Electronic Personnel Action Form system (ePAF).

Please note that it is the department’s responsibility to ensure that EmplID’s are created only for those employees who have received a formal offer of employment.

For more information, regarding how to obtain an employee ID, please refer to Human Resources’ “How to Create an EmplID for an employee through ePAF” miniguide available at [http://www.hr.ucf.edu/web/records/ePAF%20Mini-Guides.shtml](http://www.hr.ucf.edu/web/records/ePAF%20Mini-Guides.shtml).
Appendix A-State University System
Postdoctoral Associate Class Specifications

STATE UNIVERSITY SYSTEM OF FLORIDA
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: POSTDOCTORAL ASSOCIATE
CLASS CODE: 9189

DESCRIPTION
Responsible to and under the direction of a Principal Investigator of a specific research program of a State university.
Responsible for assisting in and conducting research.
Postdoctoral Associates are appointed for the purpose of receiving further training in the academic program specialty and gaining experience in other areas of activity appropriate to a career as a university faculty member.

MINIMUM QUALIFICATIONS
Doctoral degree and appropriate education and experience.

Must meet university criteria for appointment to the rank of Postdoctoral Associate.

Date Last Revised: Not Recorded
Effective: January 1, 1996