



UNIVERSITY OF CENTRAL FLORIDA

# Postdoctoral Scholar Hiring Guide

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*This document was prepared and is maintained by the College of Graduate Studies and the Office of Research and Commercialization.*

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## ***Introduction***

This document serves as a reference guide regarding procedures and other requirements to hire postdoctoral scholars 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 College of Graduate Studies website at <https://www.graduate.ucf.edu/postdoctoral/> prior to hiring a new postdoctoral scholar.

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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## ***Overview of the Postdoctoral Scholar Hiring Process***

The hiring of postdoctoral scholars involves a multi-step process which is described below. Clicking on a link will take you to the associated section within this hiring guide:

**Step 1:** [\*Obtain budget authorization\*](#)

**Step 2:** *Identify candidate\**

**Step 3:** [\*Assign a position number\\*\*](#)

**Step 4:** [\*Request a background check\*](#)

**Step 5:** [\*Obtain hiring documents and assemble hiring package\*](#)

- Hiring Package Checklist for Adjunct and Postdoctoral Scholar Employees
- Current résumé or curriculum vitae (CV)
- Official transcript of highest degree or U.S. equivalency evaluation for credentials earned at non-U.S. institutions
- Copy of completed and signed Postdoctoral Scholar Agreement and Applicant Affirmation forms
- Employment Certification – Form AA-20
- Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form
- Three documented telephone reference checks
- Criminal history background check

**Step 6:** [\*Complete Certification of Faculty Teaching Qualifications\*](#) *(if applicable)*

**Step 7:** [\*Coordinate new employee sign-in and orientation\*](#)

**Step 8:** [\*Obtain an Employee ID and UCF exchange email account\\*\*](#) *(may be done before hiring process is complete)*

*\* Some of these steps may be done in a different order, depending on circumstances that may vary.*

# Getting Started

## **Postdoctoral scholar positions**

Twelve-month postdoctoral scholar positions with benefits are available for appointment and automatic renewal up to four (4) years for eligible candidates, as described in the Postdoctoral Scholar State University System Class Specifications (see Appendix A).<sup>\*</sup> 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 scholars, please contact the Human Resources (HR) Benefits section directly for assistance or visit the HR website at <http://hr.ucf.edu/current-employees/>.

*<sup>\*</sup>Under special circumstances as approved in advance by the Vice President for Research and Dean of the College of Graduate Studies, these appointments may be extended beyond four (4) years.*

## **Budget authorization**

Education & General (E&G): The first step in hiring an E&G postdoctoral scholar 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 scholar positions, contact the Office of Research & Commercialization.

## **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 Scholar Agreement. Position numbers can be obtained by contacting your area VP or college dean's office.

# Hiring Package 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 Scholar Employees**  
(<https://provost.ucf.edu/files/2013/01/Adjunct-Postdoctoral-Associate-Hiring-Checklist.pdf>)
- 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 the Office of Academic Program Quality (APQ) directly or visit their website at <http://apq.ucf.edu/fq/fqdegree/> (see Faculty Degree Data Forms and Resources). 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 Office of Academic*

*Program Quality for all new postdoctoral scholars in order to record the employees' academic information into the university's official personnel database (PeopleSoft).*

- 4) **Copy of completed and signed Postdoctoral Scholar Agreement and Applicant Affirmation forms.**
- 5) **Employment Certification--Form AA20.** *As indicated on form AA-20, certification of teaching qualifications will also be required for postdocs who will serve as an instructor of record for UCF credit-bearing experiences. (Found at: <http://provost.ucf.edu/forms-policies-and-procedures/>)*
- 6) **Certification of Faculty Teaching Qualifications.** *Required for all postdoctoral scholars expected to serve as an instructor of record for any credit-bearing UCF experience (including thesis, dissertation, directed research, and independent study hours). Certification is done electronically via the Faculty Qualifications Management System (FQMS). For additional information regarding the FQMS, please refer to the Academic Program Quality website at <http://apq.ucf.edu/fq/fqteaching/fqms/>.*
- 7) **Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form.** *Required for postdoctoral scholars who will participate in graduate level activities. In such cases, the form should be submitted electronically to the College of Graduate Studies along with a copy of the candidate's curriculum vitae. A copy of the form should be retained in the hiring package. The form can be found on the College of Graduate Studies' website at <https://admin2.graduate.ucf.edu/formsandreferences/>.*
- 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 obtained via telephone. Please 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. (Found at: <http://eeo.ucf.edu/> - see Resources section and select "Forms.")*
- 9) **Criminal history background check.** *Official results from the criminal history background check are obtained from the Office of Human Resources Talent Acquisition section (see below). The results must be reviewed and initialed by the hiring official or other responsible area or college official. (See HR's Talent Acquisition section website at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>) and select "Criminal Background Check Procedures" under the Faculty/Adjunct/Postdoctoral/Courtesy Appt. Background Checks section for specific information and forms related to the criminal history background check process.)*

#### **10) Teaching qualifications documentation**

As indicated in the previous section (see item 6 above) and on the hiring package checklist, all new postdoctoral scholars that will serve as an instructor of record for UCF credit-bearing courses (including thesis and dissertation hours, directed research, and independent studies) must be certified using the Faculty Qualifications Management System. For instructions on how to submit the certification via the online system, please contact the Office of Academic Program Quality or visit the website at <http://apq.ucf.edu/fq/fqteaching/fqms/>.

#### **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 to Graduate Faculty and 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 <https://admin2.graduate.ucf.edu/formsandreferences/>.

### ***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://provost.ucf.edu/forms-policies-and-procedures/>.

### ***Employment of Relatives***

UCF policy 3-008.2 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of postdoctoral scholars who have indicated on the Applicant Affirmation 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://hr.ucf.edu/files/EmploymentofRelativesForm.pdf>.

## ***Criminal History Background Checks***

UCF requires a criminal history background check for all new postdoctoral scholar hires, as well as rehires that have been off the university payroll for one year or more. 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 Applicant Affirmation* form directly to HR's Talent Acquisition section. To obtain the more specific information regarding the criminal history background check process, please visit the Manager & HR Liaisons section on the HR website at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/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 and Benefits***

### ***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 three (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 Employment Services & Records website at

<http://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2/> or contact the Employment Services & Records section directly for assistance.

For specific information regarding Payroll Services procedures and deadlines, please refer to HR's Payroll Services website at <http://hr.ucf.edu/current-employees/pay-practices-information/> (see Payroll Calendar and Payroll Guidelines), or contact the Payroll Services 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 (3) business days after the employment start date as indicated on the Employment Agreement will nullify the 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.***

### ***Payroll sign-in requirement for International Postdoctoral Scholar candidates***

In order to complete their payroll sign-in, all International Postdoctoral Scholars must meet with a representative in UCF Global. An appointment is necessary and can be made by contacting UCF Global at (407) 823-2337, or via email at [ISC@ucf.edu](mailto:ISC@ucf.edu).

The following documents are required from the employee to complete the International Postdoctoral Scholar payroll sign-in process:

- All passports/visas/I-94 or I-797 Approved Notice (H-1B)
- All DS2019's (J-1) or I-20's (F-1). The employee must provide their UCF continued attendance I-20.
- If the employee is OPT, they must bring their I-766 (EAD).
- Local address
- Blank voided check from their bank
- Personal Identification Number (PID)
- Hiring department contact name and phone number
- Employment offer letter or employment contract. (In lieu of either of these documents, the hiring department can send an email to UCF Global listing the candidate's official start date.)
- Social security card
  - If the employee does not have a social security card, they must provide an offer/invitation letter from the hiring department on departmental letterhead to be stamped by UCF Global.
  - Note that employees must wait two (2) weeks after entry into the U.S. to apply for a social security card. However, if the employee is already in the U.S., they must wait until the start of their employment to apply. It typically takes 2-4 weeks to receive their card in the mail.
- Previous address information

Additional information can be found on the UCF Global website.

### ***Benefit enrollment sessions***

A "New Employee Benefits Summary" will be provided to all new postdoctoral scholars during the New Employee Orientation, at which time the employee can either turn in already completed benefit forms or opt to attend a later Benefits Enrollment Session. For more specific information regarding benefits, please contact HR's Benefits section directly for assistance or visit the website at <http://hr.ucf.edu/current-employees/>.



## ***Obtaining an Employee ID and MS Outlook Email Account***

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The assignment of an EmplID will enable the employee to begin the process of securing a parking decal from the University Parking and Transportation Services office, access to University Libraries services, as well as the 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*” mini-guide available at <http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-mini-guides/>.

Once an EmplID has been assigned, a UCF Exchange email account may be requested by the hiring college/area. For further information on this process, please refer to Computer Services & Telecommunications website <http://www.cst.ucf.edu/service-desk/service-desk-help-for-facultystaff/> (*under Exchange Email*).

*Appendix A-State University System*  
*Postdoctoral Scholars Class Specifications*

STATE UNIVERSITY SYSTEM OF FLORIDA  
GENERAL FACULTY CLASS SPECIFICATION  
CLASS TITLE: **POSTDOCTORAL SCHOLAR**  
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 Scholars 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 Scholar.