



Academic Affairs
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Employment Process for Postdoctoral Fellow Checklist

Preparation for the Recruitment

Review the Postdoctoral Fellows guidelines: https://provost.uncc.edu/academic-budget-personnel/handbook/postdoctoral-fellows	
And University Policy 102.10, Employment of Postdoctoral Fellows: http://legal.uncc.edu/policies/up-102.10	Hiring Authority (Dean, Chair, Director, etc)
Develop a position description, using the Postdoctoral Fellow Position Description Form as a guide.	Supervisor of Position

Recruitment Process

1.	Begin a Temp Hire Posting for a Postdoctoral Fellow in NinerTalent. Create a Guest account, if needed. Add search committee members, if needed. Transition the posting to Human Resources.	Temp Hire Manager / Department or Dean's Office
2.	Reviews posting, adds posting specific questions. Posts the position to jobs.uncc.edu.	Academic Affairs
	<i>At this time applicants may begin applying. As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.</i>	

Screening Process

1.	Conduct initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.	Temp Hire Manager / Supervisor of Position
2.	Choose top applicant(s) who will be hired as a Postdoctoral Fellow.	Temp Hire Manager / Supervisor of Position
3.	Change applicant status of candidate(s) to "Recommend for Hire"	Temp Hire Manager

	<p>Send an email to faculty-recruit@uncc.edu for Academic Affairs to initiate the Criminal Background Check. An email is initiated by Academic Affairs using the email address the candidate listed on their application in NinerTalent. An email will be sent directly to the final candidate from the</p> <p>4. vendor, Infomart.</p>	<p>Temp Hire Manager / Supervisor of Position</p>
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Appointment Process

	<p>1. Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.</p>	<p>Supervisor of Position</p>
	<p>Contact the International Student/Scholar Office (ISSO) immediately if hiring a foreign national.</p> <p>For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to: http://hr.uncc.edu/recruitment-and-hiring/foreign-national-employment</p>	<p>Supervisor of Position</p>
	<p>2. Notify department of the criminal background check results.</p>	<p>Academic Affairs</p>
	<p>3. If the candidate does not have a UNCC ID, the ID will be created and the department will be notified</p>	<p>Academic Affairs</p>
	<p>4. Complete "Agreement for Temporary Postdoctoral Fellow Appointment" (Form AA-35); please note that this form requires Chair, Dean, and Senior Associate Provost signatures.</p>	<p>Department Chair/ Dean's Office</p>
	<p><i>It is strongly recommended that a Postdoctoral Fellow have a beginning personnel date on the 1st or 16th of the month.</i></p>	
	<p>5. Send "Agreement for Temporary Postdoctoral Fellow Appointment" (Form AA-35) and Insurance Enrollment Information Form (Form-AA36) to postdoc candidate for information and signatures.</p>	<p>Department Chair/ Dean's Office</p>
	<p>6. Inform the postdoctoral candidate that on or before the first day of work they must complete the I-9 Verification. S/he must report to the Office of Human Resources, King Building, Second Floor, to complete the federally required I-9 verification process. Make sure that they take a copy of their Agreement for Temporary Postdoctoral Fellow Appointment (AA-35). It is advisable that the hiring department administrative assistant place a reminder on his/her calendar to re-contact the candidate on his/her first day of work to ensure this employment requirement has been met.</p>	<p>Supervisor of Position / Department</p>
	<p>7. Ask postdoc to order official transcript and have it sent directly to the hiring department's office.</p>	<p>Supervisor of Position / Department</p>
	<p>8. When transcript is received, complete Verification of Credentials For Faculty (AA-34 Fac) form for the selected candidate.</p>	<p>Department Chair</p>
	<p>9. Submit PD-7 and candidate's complete file to Office of Academic Budget and Personnel.</p>	<p>Dean's Office</p>
	<p>Complete file includes:</p> <ul style="list-style-type: none"> • Accepted Offer of Appointment (Form AA-35) • Official Transcript documenting highest degree earned or Foreign Credential Evaluation – Must be sent directly to the University • Verification of Credentials for Faculty (AA-34 Fac) • Signed Insurance Enrollment Information Form (AA-36) required, even if the insurance is declined • PD-7 • Curriculum vita • Position description for Postdoctoral Fellow 	

10.	Send Foreign Visitor Information Form for non-residential aliens to the Tax Office	Department
11.	Approves PD-7 and establishes official personnel file for the faculty member.	Academic Affairs
12.	Email Academic Affairs and request to close the posting once you have chosen all the candidates you need for the semester	Temp Hire Manager
<p><i>If the Postdoctoral Fellow accepted the insurance coverage, s/he will receive health insurance cards from BCBS. If not received, contact BCBSNC Customer Service at 1-800-579-8022 or email@studentbluenc.com</i></p>		

Reappointment Procedures

	When renewing the contract for a Postdoctoral Fellow, submit PD-7 and the following documents to Office of Academic Budget and Personnel.	Temp Hire Manager / Supervisor of Position
	<ul style="list-style-type: none"> • Signed Employment Contract (Form AA-35) • Signed Insurance Enrollment Information Form (Form AA-36) required, even if the insurance is declined • Position Description for Postdoctoral Fellow 	