Postdoctoral Scholar Onboarding Procedure Guide:

Please note that there are several steps that need to occur before a postdoctoral offer is extended. This guide is at present not a comprehensive guide but outlines the overall steps that must occur during the hiring process. Please review the **KSU Postdoctoral Scholars Procedure Guide** for further guidance.

<u>**Postdoctoral Researchers and Postdoctoral Fellows:**</u>

1. **Obtain unit level (and/or Dean/VP level) approvals to hire a new postdoctoral position**
   - Research mentor secures approval through Budget Manager (or relevant manager) to ensure adequate funds to cover at least a 1-year appointment for the postdoctoral scholar
   - Research mentor needs to determine whether or not the candidate or position will be a Postdoctoral Researcher (Research Only) or Postdoctoral Fellow (Research and Teaching) position
   - Research mentor in collaboration with the Business Operations representative submits the <u>Academic Affairs Position Action Form</u> (approval must be obtained prior to contacting HR)

2. **Assign or request creation of a postdoctoral position**
   - Research mentor in collaboration with the Business Operations representative submits the <u>Limited Funded Position Number Request</u>
   - Research Mentor completes the *postdoc job description addendum* listing the specific research responsibilities, specific required degree, and preferred qualifications
   - Research mentor will email the addendum to <u>compreview@kennesaw.edu</u>
   - Research mentor in collaboration with the Business Operations representative will email the limited funding detailed information and documentation (i.e. grant budget narrative/justification or start-up funding approval document) to <u>compreview@kennesaw.edu</u>

3. **Request to post the postdoctoral position (open search, or direct hire/internal posting)**
   - The Budget Office will provide the new Position Number via email
   - The Research Mentor will submit the posting request via <u>OneUSG</u> and will ad hoc the Office of Research representative into the approval process.
   - Upon review and approval by the Office of Research/Director of Postdoctoral Affairs, position request is routed to KSU HR Talent Acquisition for final review, adding the addendum information and completing the posting.
   - Position is posted and the link emailed to hiring manager

4. **Submit the offer proposal**
   - Gather information necessary for submission of offer proposal:
     - Budget approval email from Office of Research for position (must include approved salary and defined-term dates)
     - Salary amount to offer
     - Tentative start date (contingent on background screening completion). Typically, 2 to 3 weeks.
     - If the candidate is an international scholar, appropriate review will be initiated for visa assistance, as applicable. The hiring department will need to contact Global Affairs for guidance. Typically, it takes 3 plus weeks.
     - See Appendix 1 if the unit would like to extend an offer and process the hiring proposal for a candidate that has not yet completed all Ph.D. requirements
     - Department Chair, Dean and Academic Affairs need to verify and review academic credentials **before** the offer is extended. Review will require the curriculum vitae and unofficial transcripts.
   - Hiring unit initiates the offer proposal via OneUSG
   - Hiring unit submits the offer proposal through appropriate approval routing within the hiring unit and reporting college/VP office and must ad hoc the Office of Research representative
   - HR will then finalize the offer

5. **Postdoctoral Fellow Faculty Affairs validation process**
   - The hiring unit must notify Faculty Affairs Coordinator of the offer and initiate the teaching validation process prior to initiating the offer process. Please refer to Appendix

6. **After offer is accepted:**
   - HR Recruiter will initiate the background screening
   - HR Recruiter will create offer letter based on the agreed upon hiring criteria and status (research vs teaching)
   - If the candidate is an international scholar, hiring manager will continue to work with Global Affairs to ensure all appropriate steps are completed as delays can impact start date

Postdoctoral Affiliates:

1. Hosting Agreement Approval process:
- The hosting agreement letter of support template must be completed and signed by all required parties
- The hosting department must complete the International Visitors process (if applicable)
- The hosting department must submit the Registered Visitors request via OwlExpress
    - Must state detailed "**Role of Visitor**" to explain the Hosting agreement. Including the START and END dates
    - Must have background check and must be approved through the system (will take a minimum of two weeks – international can take a **minimum of 30 days**)
    - Upon successful completion of the background screening, information is sent to HRMS to be keyed
    - Within 24-48 business hours, credentials will be created, and they can set up email, obtain Talon card, register for parking, and obtain training required for system access

Appendix 1
If a candidate still needs to defend and/or complete other requirements then the following steps will help with extending an offer and processing the Hiring Proposal (HP):

1. Notify via email the Office of Research or Director, Postdoctoral Affairs with the candidate's defense date and the target start date. The defense date must be prior to the start date.

2. Begin the process as normal to hire the postdoctoral candidate. This will include notifying the Recruiter in HR for working with either an identified candidate or an open call for candidates for the position.

3. The offer letter to the person must include a Ph.D. contingency statement: "This offer is contingent on the successful completion of your doctoral degree."

4. Upon submission of the offer proposal, include email communications with the Office of Research or Director, Postdoctoral Affairs in lieu of the evidence of degree in the HP documents.

5. Please also list in the Comments section in the offer proposal the date the postdoctoral candidate will defend.

6. The Office of Research or Director, Postdoctoral Affairs will review and approve the offer proposal and make note that the evidence of degree is needed by the start date.

7. When the evidence of degree is available after the defense date please send that information to the Office of Research or Director, Postdoctoral Affairs for the postdoctoral candidate's file and include HR and Compensation for personnel records submission.

   - The evidence of degree can be an official letter from the major professor, graduate school or other official at the institution, the defense "grade sheet" or other document that shows or certifies that the defense was passed.

   - If the defense grade sheet shows "pass with revisions" then the grade sheet must be accompanied by an official letter stating that the revisions were submitted and accepted.

Appendix 2

Postdoctoral Fellows (Research and Teaching) do require official transcripts since they will teach as Instructor of Record. In this case, the official transcripts must be sent directly to the Office of Faculty Affairs.

The evidence of degree for research only postdoc positions can be any of the following:

• Copies/scans of transcripts that show the degree and date it was conferred. These can be unofficial transcripts pulled from the candidate's student account at the degree- granting institution.

• An official letter from the major professor, grad school or other official at the institution stating all requirements were completed for the degree and on what date.

• A picture/scan of the diploma.

• The defense "grade sheet" or other document that shows or certifies that the defense was passed and on what date. If the defense grade sheet is used and shows "pass with revisions" then the sheet must be accompanied by verification that the revisions were submitted and accepted. Also, if this documentation is used, then the defense must have completed all outstanding requirements for the degree.