

## **Exhibit A: Process for Departments Hiring Postdoctoral Fellows/Trainees**

at the University of Colorado Denver

vs dated June 2009

Unless specifically noted as optional, all steps are required. 'Unit' refers to the department, school, college or other unit in which the position is located or rostered. 'HRMS' refers to the University Human Resources System. 'PDO' refers to the campus Postdoctoral Office. OGC refers to the Office of Grants and Contracts. ISSS refers to the International Student and Scholar Services.

### **1) Recruitment/selection**

- a. For open searches, follow usual departmental process as outlined for faculty appointments in <http://administration.ucdenver.edu/admin/policies/hr/HiringProcessFTFaculty.pdf>. Recommended use of jobsatcu for posting.
- b. If candidate is known and no search will be conducted, make sure job description is up to date.
- c. The finalist must complete a Background Disclosure and Authorization Form and submit to HR via the unit. (This may occur after the letter of offer, or the results may take longer to receive, in which case the letter of offer must have a contingency statement about passing the background check before the start date.)

### **2) Prep hiring packet for PDO**

- a. If a foreign national, determine proper visa category in consultation with ISSS.
- b. Obtain candidate's CV.
- c. Prepare an offer letter from the current PDO approved template.
  - i. Follow blue instructions on template.
  - ii. Complete red sections with applicable information.
    1. NOTE: The Chancellor MUST approve the appointment PRIOR to the effective date. Units may need to adjust start dates to coincide with this schedule.
    2. Add additional specifics as needed to make terms clear.
  - iii. Omit optional paragraphs that do not apply.
  - iv. Retain all required paragraphs.
  - v. Obtain all departmental signatures before forwarding to the PDO. Letter should contain a minimum of two departmental signatures, including the mentor/supervisor of the postdoctoral position and either the Division Head, Chair or the Dean overseeing the hiring unit (unless the supervisor is the Dean).
- d. Send the following in one complete hiring packet to the PDO:\*
  - i. original letter with departmental signatures (**must be sent as hard-copy**)
  - ii. copy of CV\*\*\*
  - iii. job description
  - iv. verification of returned background check (unless it must wait for the second submission (see 4a below)
  - v. name, phone, and campus mailing address of departmental contact person along with clear instructions for the PDO as to how to return the original letter to the department (i.e. campus mail, call for pick up, etc.)
  - vi. as applicable, funding agency documents might also be needed and verification requested, at least of process being started:
    1. Example 1: SOA if funded by NIH training grant.\*\*\*
    2. Example 2: If funded by NIH Training grant or Fellowship, appointing or changing the percent time/FTE to less than full-time, or making the length of appointment less than nine months must have prior written approval from NIH.
    3. Example 3: If candidate was funded as a postdoc on an NIH training grant or Fellowship prior to coming here, documentation verifying such needs to be prepared for OGC. NIH limits funding to three years for any one individual, unless written approval is obtained to continue longer.

Send To: Attn: Valerie Saltou

Postdoctoral Office  
C-296

or deliver to: Academic Office 1  
Rm 2600

*(Letter will be checked for accuracy of experience level, salary amount, and other position data, then returned to the unit with the Grad School Dean's signature.)*

- 3) **Continue with usual hiring processes** and those specifically pertinent to postdoctoral appointments, such as:
  - a. Obtain new employee's signature on offer letter.
  - b. Collect required employment eligibility paperwork.
  - c. Create or update position data in HRMS for job code 1438, "Postdoctoral Fellow/Trainee". Fix funding distribution.
  - d. For foreign nationals, process the required document packet through ISSS\*\*.
  - e. Complete paperwork for OGC\*\*\* and grant-funding agency as applicable.
  - f. Enter job data hire information into HRMS. Use "notify" feature to alert PDO it is ready to approve -- [Valerie.Saltou@ucdenver.edu](mailto:Valerie.Saltou@ucdenver.edu)
  - g. Set new employee up for required training.
- 4) **Return full copy of fully-signed offer letter to PDO (or email scanned PDF file)**
  - a. Departmental verification of returned and passed background check must accompany the letter if it was not in the original packet. Email verification acceptable.
  - b. **NOTE: Should the background check not be timely, an addendum letter needs to be completed to change the start date.** (See current PDO addendum letter template.)

*(Hire will be approved and department notified once Chancellor's Personnel Matters Report process has been completed.)*

\*Hiring packet to PDO can be either hard-copy or electronic IF sent in ONE email complete with all attachments and **subject line is "PD hire - [insert name on offer letter]**. The original offer letter still also needs to be sent hard-copy for the Dean's signature and return. If NIH training grant/Fellowship funded, save everyone time and paper handling by sending same to OGC's [Dian.Pollard@ucdenver.edu](mailto:Dian.Pollard@ucdenver.edu) and [Stephanie.Thompson@ucdenver.edu](mailto:Stephanie.Thompson@ucdenver.edu)

**\*\*Hiring packet for ISSS** includes:

- 1) Offer letter, either
  - a) Copy of fully executed and signed letter,  
OR
  - b) Original offer letter to be sent to candidate for signature  
(if so, include also a Fed Ex Air Bill)
- 2) Departmental request for DS-2019 for "J" status,  
OR  
ISSS questionnaire for all other designations
- 3) Faculty Agreement for "J" status hires
- 4) Copies of required immigration documents for candidate
- 5) Copies of required documents for candidate's accompanying dependents

**\*\*\*Hiring packet on NIH training grants for OGC** includes:

- 1) Copy of CV
- 2) Statement of Appointment (SOA)
- 3) Repayment agreement
- 4) Possible other documentation as applicable:
  - a. In cases of new hires funded for their first year on NIH training grant, provide proof that prior support for this individual has not occurred.
  - b. If appointment is less than full-time, or the length of appointment less than nine-twelve months, prior written approval from NIH required.

**NOTE: PDO will forward items to OGC IF all are contained in one original hiring packet. If so, unit must send TWO copies of CV to PDO.**