



Hiring Proposal Cover Form
Postdoctoral Appointments

Position Type (see definitions on page 2):

- Postdoctoral Associate AD: BCAT 471 (Employee; Research Only)
- Postdoctoral Associate AC: BCAT 206 (Employee; Research and Teaching)
 For Postdoctoral Associate AC: % time Research: _____ % time Instruction: _____ (% Instruction must be 50% or less)
 For Postdoctoral Associate AC: Annual/FY Salary Academic Salary
- Postdoctoral Fellow: BCAT 671 (Non-employee; Research Only; *Contact OPA if Postdoc Fellow will teach as Instructor of Record*)
 For Postdoctoral Fellow: Stipend administered through UGA Stipend not administered through UGA
- Evaluate Action: Reclassify current Postdoc Associate AD to Postdoc Associate AC. See [Managing Postdoc Positions FAQs](#), page 5.

Candidate Name: _____ **Email:** _____

Hiring Unit: _____ **Campus Location:** _____ **Salary/Stipend: \$** _____

Research Mentor: _____ **Email:** _____

Appointment Date:* _____ **Appointment Term:** Defined-term appointment Open-term appointment
(This is determined by the offer letter. Please see [Postdoc Policy-Term of Appointment](#) section.)

Gender: Male Female **Citizenship:** U.S. Citizen/Permanent Resident Foreign National-Country: _____

Hiring Unit Approval: *By submitting the hiring proposal, the hiring unit (research mentor/supervisor and unit head) affirms that the above stated person has met the minimum qualifications required for appointment in the postdoctoral position (specifically, has obtained a Ph.D. in his/her field) and that adequate funding is available to support this position.*

For Postdoctoral Associate AC (Research & Teaching) positions only: By signing below, the department head/Director, Dean affirms that the above stated person is approved to occupy a Postdoctoral Research and Teaching position (Postdoctoral Associate AC) in the unit.

Dept Head/Director	Date	Dean/VP	Date
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Required Hiring Proposal Appointment Forms

For Research Postdocs:

- _____ Hiring Proposal Cover Form
- _____ Offer letter with acceptance**
- _____ Evidence of Degree
- _____ Curriculum Vitae

For Research & Teaching Postdocs:

- _____ Hiring Proposal Cover Form
- _____ Offer letter with acceptance**
- _____ Official Transcripts (Submit directly to OFA)
- _____ Curriculum Vitae

**For Postdoctoral Associate AC positions: Hiring Proposals must reach the Office of Faculty Affairs 30 days before the appointment date.
 **Use the offer letter templates on the [OPA webpage](#) under Forms and Tools. Use appropriate template for position and term type. Offer letter drafts should be sent to OPA for review prior to presenting to the candidate.*

Office of Postdoc Affairs Use Only:

- | | | |
|---------------------------------------|---------------------------------|----------------------------------|
| _____ Hiring Proposal Approved by OPA | _____ UGA Email Confirmed | _____ HP received final approval |
| _____ Electronic File | _____ Added to Postdoc Listserv | _____ Verify start date |
| _____ Important Information Email | _____ Welcome Message | |
| | _____ Database | |

Summary Table of Postdoctoral Research Position Details

	Postdoctoral Associate AD	Postdoctoral Associate AC	Postdoctoral Fellow
BCAT OneUSG Connect Job Code	471	206	671
Description	Employee; research duties only	Employee; includes both research duties and teaching as Instructor of Record	Fellowship or traineeship administered through UGA <u>or</u> Fellowship not administered through UGA
Term of Appointment	5 years max	5 years max	5 years max
Compensation	Salary	Salary	Stipend
Required Minimum	\$47,476 (100% EFT)	\$47,476 (100% EFT)	See note below*
Income Tax Owed	Yes	Yes	Yes
Income Tax Withheld	Yes	Yes	No
UGA MyID	Required	Required	Required
UGA Card	Required	Required	Required
UGA Parking Eligible	Yes	Yes	Yes
UGA Services	Yes	Yes	Yes
Background Investigation	Required	Required	Required
Right-to-Know Training	Required	Required	Required
Laboratory Safety Training	Required	Required	Required
Retirement Benefits	TRS or ORP (with employer match)	TRS or ORP (with employer match)	_____
Health Insurance	Employee	Employee	Individual Insurance Offered
Annual Leave	10 hours/month	10 hours/month (unless on academic payroll)	_____
Sick Leave	8 hours/month	8 hours/month	_____

*Postdoctoral Fellow Required Minimum:

If fellowship or traineeship administered through UGA - \$47,476.

If fellowship not administered through UGA – Set by sponsor with supplement by unit if under minimum.



You can sign this form electronically!

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