

Hiring Procedures for Postdoctoral Appointments

Human Resources is the primary resource for hiring departments. We are responsible for ensuring implementation of the procedures and policies for recruitment and hiring of all personnel and ensuring that processes comply with applicable laws, regulations and policies in consultation with the Office of Human Resources and Affirmative Action Office/Diversity Education Services.

As communicated by the Vice Provost for Affirmative Action, all postdoctoral appointments have to be announced on the Penn State Jobs site. The reason for this is that federal regulations require that we advertise consistent with our scope of recruitment.

The recruitment and selection process for hiring a Postdoctoral Fellow/Scholar/Researcher is managed by the Faculty Supervisor or designate. When recruiting, the Faculty Supervisor is responsible for ensuring that the recruitment process:

- Adheres to Policy HR01 – Fair Employment Practices <http://guru.psu.edu/policies/OHR/hr01.html> and all relevant legislation, including the Fair Labor Standards Act <https://www.dol.gov/whd/flsa/>
- Adheres to Policy HR11 – Affirmative Action in Employment at The Pennsylvania State University <http://guru.psu.edu/policies/OHR/hr11.html>.
- Adheres to recruiting and posting requirements as stated below.

In accordance with Policy HR68 <http://guru.psu.edu/policies/OHR/hr68.html>, postdoctoral appointments

- Are to be approved by the Dean.
- Must be full-time, but temporary, 48-week appointments.
- Be granted to appointees who recently were awarded a Ph.D. or equivalent doctorate (e.g., Sc.D, M.D., D.D.S., J.D.) in an appropriate field.
- Have an initial appointment at the University for one year.
- Reappointments shall be for one year, except when the fellowship funding is for less than one year, there is lack of full year funding, the continuation of the project is less than one year, there are visa limitations or bridge one appointment to another.

Please note that the initial appointment and renewals are not to be longer than a six-year period, with exceptions granted to meet specific training needs of an individual and only after careful review by the college and appropriate central administrative officer.

The current Postdoctoral Fellow/Scholar/Researcher minimum salary annual salary is \$48,900. The following link references the Postdoctoral Fellow/Scholar/Researcher salary minimum: <https://guru.psu.edu/gfug/appendices/APP05.html>.

Current postdoctoral appointment fringe rates can be found at: <http://agsci.psu.edu/grants/pi-toolbox/univ-current-rates>

General salary increases are decided at the department level; however, they are not required. Please note that if an individual is at the minimum salary, then a general salary increase will have to be provided to at least meet the new minimum salary.

Steps to Announcing

Human Resources will announce a postdoctoral appointment and submit advertising request(s) once the following is approved and provided to our office:

Complete Required Forms. As vacancies occur, the hiring manager or designee must complete two forms:

- The [Request to Post \(Full-time\)](#) Employee Action (EA) form from the HR Shared Service Center, and
- The appropriate Request to Fill form ([UP position](#) or [County position](#)) from College of Ag.

*(Please note postdoctoral appointments are exempt, FT1 and **do not** require the completion of a Job Responsibilities Worksheet)*

Job Announcement. Please remember to state if the Ph.D. should be in a certain field of study and/or requires specific experience. In addition, provide contact information of where applicants should direct questions. Please note that the announcement cannot reference reappointment based on satisfactory performance, as an appeal could be filed if the appointment is not refunded due to performance and not for the lack of funding.

As a reminder, postdoctoral appointments should be advertised in a journal of national circulation (or on-line version of). Depending on the research need, an appointment may require a certain expertise and a preference given to target specific publications in an attempt to reach qualified, diverse candidates. Per Policy HR33 – Help-Wanted Advertising <http://guru.psu.edu/policies/OHR/hr33.html>, all advertisements have to be approved by Penn State HR **prior** to placing to insure that language used in classified advertising complies with State and Federal legislation and maintains a standard of public relations.

Please note that the appointment has to first be announced on the University vacancy system before the advertisement can be submitted for approval. *As a reminder, University policy will not allow us to advertise this position or any position in publications, websites, listservs, etc. until the advertisement has been pre-approved.*

If the department will be placing the advertisement (after it is approved), provide the name of the publication(s), website(s), listserv(s), etc. If requesting that the University advertising agency place the advertisement, provide the name of the publication(s), website(s), listserv(s), etc. along with the budget and fund in which to charge the advertising costs in the Request for External Advertising form (<https://hr.psu.edu/content/manager-forms-and-related-resources>).

Search Procedure

Department Head, Manager/Administrative Support Coordinator and Faculty Supervisor will be notified once the job posting has been announced.

The Affirmative Action Office will receive notification from EJMS when a Postdoctoral Position is posted.

All applicants are reviewed online through the Electronic Jobs Management System (EJMS).

Postdoctoral searches do not require a Search Committee.

An Affirmative Action Recruitment Report will be generated through EJMS at the time of hire and a completed copy will be sent to the Affirmative Action Office.

The Affirmative Action Office will follow-up with departments on the status of any search that has not been reported as filled six months after the search began.

Steps to Appointing

After the faculty supervisor reviews applicants, conducts the interview process, and identifies the successful candidate, the Department should then make a verbal offer, indicating to the candidate that the offer is contingent upon the successful completion of the required background check(s). If the verbal offer is accepted, a tentative start date should be discussed and agreed upon, taking into consideration

the time it takes for the completion of a background check. The hiring manager or designee will then complete the appropriate EA [Initiate Hire \(Full-time\)](#) form and email it to [his/her HR Consultant](#). The Consultant will review the form for accuracy and completeness before forwarding it to HR Shared Services. HR Shared Services will prepare the formal offer letter, which is a standardized letter that is signed by the Manager for Talent Acquisition. Shared Services will also initiate the background check, schedule onboarding, and complete and process any associated HR forms.

Please note the offer is contingent that, on or before the start date, the selected individual must:

1. Provide evidence of being awarded a Ph.D. or equivalent doctorate (e.g., Sc.D, M.D., D.D.S., J.D.) in an appropriate field.
2. Have an appropriate visa type to be appointed into a postdoctoral appointment (Information on how and where to obtain the work permit and visa is available through the University Office of Global Programs at <https://global.psu.edu/category/international-faculty>), and
3. Be in receipt of a favorable background check verification as in accordance with Policy HR-99, Background Check Process <http://guru.psu.edu/policies/OHR/hr99.html>

At the time of hire an Affirmative Action Recruitment Report will be generated through EJMS and a completed copy will be sent to the AAO.

Contact Information

- **For questions on College staffing**, contact a College HR Consultant
- **For questions on recruiting and hiring**, contact an individual with Penn State HR
- **For questions relating to the grant funding process**, contact the Grants and Contracts Office at 814-865-5419.
- **For questions regarding work permit/visa requirements**, contact the University Office of Global Programs at 814-865-0252.