

## **Process for Hiring Postdoctoral Fellows:**

### **Job Title:**

Postdoctoral fellows are employed under the job title of "Postdoctoral Fellow". The use of categories I-IV was omitted in 2013. Salary increases can be implemented without changes in JDQ. Select the "staff" option when creating this position and also alert the Postdoctoral candidate to select the "staff" option when they fill out the application materials.

### **Required information:**

PhD, M.D., or Pharm D. is required. Candidates can be interviewed for the position prior to obtaining the degree. Proof of matriculation must be provided prior to hire date. No other equivalents.

In addition, detailed information for research experience in a related field after obtaining the degree must be provided to determine level of compensation. Provide a full CV to Human Resources with the online application.

### **Salary guidelines:**

See "Guidelines for Salaries".

### **International Services:**

If the candidate is an international, contact the Office of International Services immediately, or at least several months in advance. The Office of International Services staff is ready to assist you with visa applications and information regarding benefits for international fellows. We encourage you to also review their website at [www.umc.edu/international](http://www.umc.edu/international).

### **Offer Letter:**

For all new hires, an offer letter must be signed by the postdoctoral candidate. This letter specifies the terms of employment and starting salary.

The template for this offer letter is available on the Human Resources website and on the Office of Postdoctoral Studies website.

The use of this letter is critical for the following reasons:

- a. It specifies that appointments for postdoctoral positions are offered on an annual basis and are eligible for reappointment depending on successful research progress and funds available. Longer terms are possible, but sufficient funds need to be available. If progress is not satisfactory, the position can be terminated so long as the progressive discipline process has been followed. For further information, contact your Human Resources representative.
- b. An explanation of bylaw 801.7 is included: if the external funding that supports the postdoc fellow position is no longer available, the appointment will be terminated in accordance to IHL bylaw 801.7
- c. The letter specifies the mandatory instruction in Responsible Conduct of Research and development of Individual Development Plan, using resources provided by the Office of Postdoctoral Studies.
- d. The letter contains optional information for compensation for moving expenses.

The letter can be modified where appropriate in the areas shaded in yellow. The remainder of the letter should not be altered without consultation with Human Resources.

### **Background check and Pending Status:**

All postdoctoral fellows are subject to the mandatory background and drug screening procedures.

Please note that if your candidate is from outside of Jackson and is unable to travel to UMMC prior to the planned date of hire, you will need to request a “pending status” for your fellow. This is critical in order to prevent an otherwise two-week gap in salary payment for the postdoctoral fellow while the screening is processed. The fellow is still subject to all UMMC regulations and if the screening reveals critical information, the hire will not be finalized.

**Retirement Benefits:**

Postdoctoral fellows are eligible for ORP. Please confirm with your postdoctoral fellows that they received this information during the on boarding process.

**Office of Postdoctoral Studies:**

Our goal at the University of Mississippi Medical Center is to provide a supportive environment and high quality training for postdoctoral fellows. As part of our commitment to excellence in education and research, the Office for Postdoctoral Studies strives to serve as the dedicated resource for postdoctoral fellows and applicants, faculty mentors, and department administrators. Dr. Coolen, the Associate Dean for Postdoctoral Studies is ready to assist you at any time during the interview and hiring process and can be contacted by email [lcoolen@umc.edu](mailto:lcoolen@umc.edu) or phone: 58761. Dr. Coolen is available to meet with applicants during their interviews and will meet with all newly hired fellows shortly after the on boarding process to provide information about the training and professional development opportunities that are available.