

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.

Postdoctoral Researchers and Postdoctoral Fellows:

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)

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

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