

Appointment/Renewal/Termination of a Postdoctoral Scholar

School of Dental Medicine, Case Western Reserve University

Updated February 2012

Instructions

Like hiring a Research Associate, the process for hiring a Postdoc is different than a regular staff position. It is handled jointly by the SODM and the School of Graduate Studies. By following the process outlined below you can help to ensure the appointment process goes quickly and smoothly. Any questions regarding this process can be directed to Tricia Ribeiro at dentres@case.edu or 368-1630.

The four steps below outline the SODM internal process. Once completed, a predetermined process established by the Office of Postdoctoral Affairs must be followed. Instructions are also provided for the appointment, renewal, and termination.

- 1.

Postdoctoral Appointment, Renewal, & Termination Processes

(Postdoctoral Scholars or Fellows)

The source of funding will determine whether they will be a postdoc scholar (dept funds, research grants, etc.) or postdoc fellow (training grants, funds obtained by postdoc).

Once a candidate has been selected:

1. Fill out a Postdoc Appointment Form: <http://postdoc.case.edu/admin/appointments.html>.

The Department Chair/Director's signature is required on this form. For dual department appointments, signatures are needed from both departments. ***Please see below for required signatures for your school/dept.*

Additional Information needed with the appointment form:

- CV
- Doctoral Transcripts or Diploma (translated if applicable)
 - Or letter of completion from the degree granting institution
 - Case doctoral graduates do not need to supply transcripts

If the postdoc is foreign, also include:

- Original Recommendation for Appointment of Exchange Visitor (J-1) Form or Recommendation for Appointment of Temporary Worker (H1-B) Form - (if applicable)
- Information Needed from Foreign Visitor Form (J-1) or H-1B Information Needed from Foreign Visitor Form (if applicable)

Go to the Office of Immigration and Human Resources Services site for more information on renewing visas:

<http://www.case.edu/finadmin/humres/ffs/>

2. Submit ALL paperwork to your school/department finance/dean's office (or where appropriate for your school/dept):

- The finance/dean's office will review, sign off and then forward paperwork to
 - Office of Postdoctoral Affairs
Rachel E. Begley, Manager, Postdoctoral Affairs
Tomlinson Hall 215, LC 7027

3. Postdoctoral Affairs sends official (dean's) letter of offer to the postdoc:

- A Postdoc Checklist (see postdoc website), benefits information, campus map, Individual Development Plan, etc. are sent to each postdoc with the letter of offer
- Copies of the offer letter are sent to the dept. administrator(s), school/dept Finance Office and Human Resources Information Systems department
- A second Original letter sent to Office of Immigration and Human Resources Services along with visa paperwork (if applicable)

4. Payroll Authorization:

- School of Medicine – The department should fill out a Personal Data Salary Authorization Form (PD) and send it

Single coverage in the **Postdoc Benefits Program** must be paid by the grant/dept/faculty mentor funds. Rates for the program can be found at <http://www.garnett-powers.com/case/>.

Renewals, Extensions, Transfers, or Reclassifications

For **ALL** renewals, extensions, transfers or reclassifications a new official letter of offer must be done.

1. A Postdoctoral Scholar/Fellow Appointment Form is to be completed and submitted.

Submit all paperwork to the school/dept Finance Office. They will review, sign off and then forward paperwork to the Office of Postdoctoral Affairs.

- If applicable, also send an original Recommendation for Aioento <</MoTj EMCo<0078.Ai1 n22ntondato<e1<20heH0(ne)

Visit the Foreign Faculty & Scholars site for more information on renewing visas:
<http://www.case.edu/finadmin/humres/ffs/>