

SEARCH REQUEST PROCESS: BROWN-PAID POSTDOCS

10/1/2007

Most often Postdocs are pre-selects. However, they can also be hired through a search, which often results in several appointments. A search for PDRFs/PDRAs is considered a normal campus-based search, and paperwork to process new hires from this search must be approved by EEO/AA. The EEO/AA Office recommends that all departments continue to utilize Chapter 10 of the Policies and Procedures Manual recently updated by the Office of BioMed Faculty Affairs and the Associate Dean of BioMed Faculty, which describes steps required to reach under-representative populations.

STEP 1. DEPARTMENT PROPOSES POSITION/SENDS SEARCH REQUEST

Documents Required in Search Request Package:

1. Cover Memo addressed to Nancy L. Thompson, Ph.D., Associate Dean for Graduate and Postdoctoral Studies (GPS), to be signed by Department Chair requesting the position. Include period of the appointment, number of positions, salary, funding source, and grant type. Describe the need for the position.
2. Faculty Position Authorization (FPA) – Fill out completely. All FPA's must be signed by the Department Chair [or the director of the program, center, or institute] submitting the materials. If you are recruiting for more than one position, list the number of positions at top of FPA.
3. Search Plan – Include a detailed hiring plan describing search committee, plan of action, advertising strategy, and AA compliance strategy such as list of protected groups to be contacted and other outreach.
4. Position Description – Include major job responsibilities and job qualifications of position.
5. Sample Advertisement
6. Sample Recruitment Letter (if applicable)
7. Where to Send Package – Department sends completed package via Department Manager's office to Roberta Swanson, Postdoctoral Program Coordinator, Office for Graduate and Postdoctoral Studies (GPS), Box G-A219, to begin the approval process. Incomplete request packages will be returned to the department.

STEP 2 APPROVALS

1. Approvals to be Obtained by GPS Office
 - a) Nancy L. Thompson, Ph.D., Associate Dean, reviews Search Plan and signs off on FPA.
 - b) BioMed Financial Services or BioMed Research Administration (centralized departments only).
 - c) University EEO/AA Office
2. Postdoctoral Vacancy Number – After all approvals are in place, GPS will assign a postdoctoral vacancy number and post the position on the BioMed Faculty Affairs (BMFA) website.
 - a) The approval and number will be communicated to the Department Chair and Manager via email.

STEP 3 PLACEMENT OF LETTERS AND ADVERTISEMENTS

1. Department's responsible party and Search Committee advertises the search, referencing search number.
2. Department accepts applications.

STEP 4 APPLICANT POOL

1. Search Committee reviews applications and ranks each applicant in the pool and will recommend a short list to the Department. Committee members must indicate reasons for selection or non selection of applicants for an interview.
 - a) Of those applicants interviewed, the committee must:
 - Rank applicants
 - Obtain three letters of recommendation for each applicant
 - List reasons for ranking and non-selection

STEP 5 APPOINTMENT PACKAGE FOR POSTDOCS SELECTED AS PART OF A SEARCH:

1. An Appointment Package sent to GPS for new post-docs (as a result of search), should include the following:
 - a) Departmental Recommendation
 - b) CV's of Finalists – this includes all people who were interviewed and ranked as finalists on the Compliance Report, Search Candidate Form and Applicant Log, whether hired or not.
 - c) Affirmative Action Compliance Report
 - d) Search Candidate Form
 - e) Applicant Log
 - f) Letters of Recommendation for Successful Candidates
2. In addition to #1 of Step 5 above, please see GPS Postdoctoral Appointment Process on GPS website for documents required to complete a regular appointment process. Make sure to reference search number on appropriate appointment form (PDAF).

Key to Abbreviations

- AA - Affirmative Action
- BMFA - Biomed Faculty Affairs
- EEO - Equal Employment Opportunity
- GPS - Office of Graduate and Postdoctoral studies
- FPA - Faculty Position Authorization
- PAF - Personnel Action Form
- PDAF - Postdoctoral Action Form