



GENERAL HIRING INFORMATION

All Postdoctoral Scholar hires must be conducted in accordance with UCF College of Graduate Studies [Postdoctoral Scholar Hiring Guide](#).

Twelve-month postdoctoral scholar positions with benefits are available for appointment and automatic renewal up to four (4) years for eligible candidates. Benefit information can be found on the Human Resources Benefits Section at <https://hr.ucf.edu/current-employees/>.

Eligible candidates must possess a doctoral degree and appropriate education and experience. Must meet university criteria for appointment to the rank of Postdoctoral Scholar.

Preeminent Postdoctoral Program: Also known as P3, targets outstanding postdoctoral scholars. The College of Graduate Studies provides matching support for salary (minimum \$50,000) and benefits for two (2) years, including and an additional \$5,000 travel/research allowance for each scholar. See the [UCF College of Graduate Studies](#) for more information and the application.

Background Check: March 18, 2019, UCF implemented a formal [Background Check Policy 3-011](#). UCF requires a criminal background check for all new postdoctoral scholar hires, as well as rehires that have been off the university payroll for one year or more. Employees for whom a criminal history background check has not been completed may **not** be placed on the university's payroll or start working. The hiring department must complete a [Background Check Request Form](#). HR Talent Acquisition department will no longer accept the Applicant Affirmation form for this process.

Supervisors and hiring managers must be aware of the newly implemented [Youth Protection Program Policy](#). If hiring someone who will be engaged in activities that involve minors, a Level 2 background check may be needed. The Florida State Level 2 background checks must be received in HR no later than 30 days before the start date of the program. Human Resources Background Check Information.

International employees are individuals who are not a U.S. Citizen, Permanent Resident, or naturalized citizen. International employees are **NOT** allowed to work prior to UCF Global verification that the new employee sign-in process is complete. Contact UCF Global (407) 823-2337 or reference the [New Non-Resident Alien \(NRA\) Employment](#) information.

NOTE: candidate cannot start work before hire has been approved and processed in HR Payroll, which does not occur until the background check has been conducted.

ESTABLISH POSITION

The following CCIE guidelines will assist in streamlining the hiring and sign-in process.

[Preeminent Postdoctoral Program Application](#) if applying for the Preeminent Postdoctoral Program (P3), the application must be approved by UCF College of Graduate Studies prior to submitting the Postdoctoral

Agreement.

Submit the completed P3 Application to Dr. Florencio “Eloy” Hernandez, Interim Associate Dean, Research Florencio.Hernandez@ucf.edu for review and college signature.

The unit is responsible for processing the P3 Application. The signed application must be submitted to UCF Postdoctoral Scholars at postdoc@ucf.edu, copying the Associate Dean, Research.

UCF Non-Unit Postdoctoral Agreement postdoctoral scholar agreements require a position number. Early in the process, request a position number by emailing the following information to Allison Jefferson at Allison.jefferson@ucf.edu.

- Budget Entity: E&G or C&G
- Rank: Postdoctoral Scholar
- Salary: up to \$52,500
- Account Numbers: Liability/Home/and Funding Department

Note: the college standard salary for a postdoctoral position is \$52,500. Funds for the position must be available at the time of hire.

Submit the completed Non-Unit Postdoctoral Agreement to Dr. Florencio “Eloy” Hernandez, Associate Dean, Research Florencio.Hernandez@ucf.edu for college approval and college signature.

SIGN-IN AND PROCESSING

The supervisor’s department/school is responsible for completing the UCF HR Hiring Documents, including **ALL** payroll/records sign-in documents and submitting the ePAF for postdoctoral scholar employees. The ePAFs may be recycled if **ALL** documents are not included, need correction, or the attachments are not labeled correctly. See the Adjunct and Postdoctoral Scholar hiring package checklist, the Employee Sign-In Paperwork, and the ePAF Attachment Guidelines for more information.

The unit will also be responsible for renewing the annual agreements.

Complete Certification of Faculty Teaching Qualifications (FMQS), if applicable, via myUCF - FQMS site. All new postdoctoral scholars that will serve as an instructor of record for UCF credit-bearing courses (including thesis and dissertation hours, directed research, and independent studies) must be certified using the Faculty Qualifications Management System. Information and instructions can be found on the Academic Program Quality website at <http://apq.ucf.edu/fq/fqteaching/>.

The unit is responsible for renewing the annual agreements. A Supplemental ePAF is required for renewal agreements. Allow five to seven business days for processing.

TERMINATION

A termination ePAF is not required for Postdoctoral Scholar Agreements unless the employee resigns from the position prior to the end of the contract period.

To comply with Human Resources termination procedures, units are responsible for collecting the following:

- UCF Resignation Form, if applicable

- [Employee Exit Checklist](#)
- Conflict of Interest (COI) - when require for postdoctoral supplemental assignment process or an adjunct contract.