

## Postdoctoral Hiring Authorization Instructions

1. The Principal Investigator (PI) must meet with the Vice Chancellor for Research & Economic Development to discuss and receive approval for the proposed postdoc position, the job description and identified candidate (if applicable). **The Vice Chancellor of Research will assign the PI a position number.**
  - PI must confirm with the Vice Chancellor for Research & Economic Development if the position number assigned has been established. If confirmed no, the PI must complete a **PD-420 EPA and SPA Position Action and Salary Increase Request Form** (to include the assigned position number), acquire all applicable signatures and submit the completed form to the Division of Human Resources.
  - Once the position has been confirmed established, the Division of Human Resources will provide proper notification to the PI and Vice Chancellor for Research and Economic Development.

**(This step is required prior to the submission of the Postdoctoral Hiring Authorization packet – otherwise, the employee’s employment begin date will be delayed to ensure that the position is established and available for assignment. Do not submit the postdoctoral hiring authorization packet simultaneously with the PD-420 action form.)**
2. PI must complete the hiring authorization form and attach the following documents:
  - Copy of clearance notification for Criminal Conviction Check  
**(Important Note: The Criminal Conviction Check process must be completed and confirmed clear prior to the offer of employment and submission of this request packet.)**
  - Copy of clearance notification for Export Control **(only applicable for non-resident foreign national visitors)**
  - Signed and dated EPA Administrative and Faculty Employment Application
  - Copy of Employment Offer Letter **(use sample template for postdoctoral scholar)**
  - Resume/CV
  - Official original transcripts for **all** degrees (i.e. Ph.D., MS, BS)  
**(The University does not accept pre-copied, color scanned, unofficial documentation to validate degrees.)**
  - Signed EPA Terms and Conditions Statement
3. PI will obtain all required Administrative Approval signatures on the Postdoctoral Hiring Authorization Form.
4. PI must submit the completed Postdoctoral Hiring Authorization Form and the required supporting documents to the Vice Chancellor for Research and Economic Development for review, position number verification and approval signature.
5. Vice Chancellor for Research and Economic Development will submit the approved packet to EPA Salary and Budget Administration for further review and department approval.
6. EPA Salary and Budget Administration will acquire the Funding Approval signature from the appropriate administrative office.
7. EPA Salary and Budget Administration will submit the original Postdoctoral Hiring Authorization Form and all supporting documentation to the Student and Foreign National Employment Manager in the Division of Human Resources to complete the final review for employment processing.
8. Student and Foreign National Employment Manager forwards complete Postdoctoral Hiring Authorization documents to the Processing Specialist to complete the job action for payroll.

**Annual Reappointments:** Only submit the Postdoctoral Hiring Authorization Form, a copy of the Reappointment Offer Letter, and a copy of the Postdoctoral Scholar Annual Evaluation Form. The original postdoc evaluation form should be maintained within the department.

**Salary Increase Requests:** Refer to **Postdoctoral Scholars Policy** for full details. The Form PD-420 must be approved before the department can submit the Postdoctoral Scholars Authorization Form for appointment extensions that list an increased salary from the initial appointment. A salary increase can only be requested during the appointment extension process and will be effective with the extension appointment begin date.

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**Note:** H1B sponsorship through NC A&T State University must be for EPA full-time employment. The University does not support H1B employment for terms less than one year. H-1B petitions should be requested at least 6 months prior to the desired start date. Those requests submitted that do not allow ample processing time are not guaranteed to be approved by the proposed effective date. Please keep this in mind when establishing the first work day for a postdoctoral scholar (i.e. only applicable, if H-1B classification is requested for employment authorization). Please contact the Student and Foreign National Employment Manager in the Division of Human Resources at 285-3773 to discuss the appropriate employment category options for prospective foreign national postdoctoral scholars.