

Approval Request Form for Postdoctoral Scholar Hire

Office of Postdoctoral Education

OPE requires that this form should be initiated at least a month in advance. [Access the form here.](#)

Instructions:

This form will need to be filled out by the hiring department's administrator or fiscal officer in charge of hiring postdoctoral scholars. They will fill out all of the participant one's fields.

Please note that once the form is signed by all participants, we will initiate a background check through HireRight on the postdoctoral scholar (if new appointment).

1. This form is required for **all new appointments and reappointments** at UAB **regardless of which school** will hire the postdoc.
2. To complete this hiring form, you will need to know the following for the postdoctoral scholar:
 - a. Name
 - b. Email
 - c. Immigration status
 - i. Please note that if the scholar is an **international hire**, there may be delays in hiring the postdoc. Contact ISSS (J-1 visa holders) or IFSIS (H-1B visa holders) immediately once the international scholar is chosen. Some countries have longer wait times (six months or more) to issue visas than others. Being in contact with ISSS or IFSIS at the beginning of the hiring process will help the department determine the scholar's appointment start date.
 - d. The year of their current postdoctoral training at UAB
 - e. If they have done a previous postdoc at another institution, the duration in years of that postdoctoral training
 - f. Mentor change (if applicable)
 - g. Annual salary
 - h. Funding source
3. The form filler (participant one) will need the emails of the following:
 - a. Departmental administrator/fiscal officer (participant two)
 - b. Faculty mentor of the scholar (participant three)
 - c. Departmental chair/division chair (participant four)
 - d. School administrator/fiscal officer (participant five)
4. After the form is completed, you will be asked to submit the emails for each participant listed above.
 - a. The Adobe form is set up so that once you submit the emails for all participants, it will route the form automatically to the next participant to sign (from 2-5). Therefore, it is vital that the participant number's emails match the correct title.
5. Collect the postdoctoral scholar's CV and transcript in English. You will need to upload these forms onto OnBase when processing the scholar's hiring ACT document.
 - a. You will also need this approval request form and the signed appointment letter.
 - b. For further instructions on how to hire a postdoctoral scholar, please see the *Hiring Checklist for Administrators*.