

Postdoctoral Appointment Process

Yale Central Campus

U.S. Citizens and Permanent Residents

FUNDING: The faculty member works with his/her grants administrator or business office to confirm that sufficient funds exist to hire the postdoctoral appointee.

APPOINTMENT LETTER: The faculty member drafts an appointment letter, which s/he and the chairman (or business office representative) both sign. The appointment letter must include:

- salary amount;
- source of funding;
- health benefits provided and who pays for them;
- job title;
- term of appointment must be maximum of one-year renewable (including start and end dates);
- summary of duties and responsibilities.

DOCUMENTATION: The faculty member mails the letter to the appointee, along with a copy of the new Postdoctoral Policies, and requests that the appointee provide the following:

- written acceptance of the offer, either via signing and returning the appointment letter or via a separate signed letter;
- two letters of recommendation;
- a CV (in Yale format if possible);
- Proof of degree (a copy of the diploma or an authorized transcript showing completion of the degree, with an English translation if necessary). If the appointee has not officially received his doctorate yet, s/he is required to provide a letter from the degree-granting institution stating that all of the degree requirements have been met and stating when the degree will be conferred;
- any department-specific forms.

It is advantageous for the faculty member to forward the above documents to the business office at least 1 month prior to the appointment date. In some instances, business offices may require faculty to provide the CV in Yale format if the appointee did not do so himself.

POSTDOCTORAL OFFICE: Once the appointee has signed and returned the appointment letter, the department business office sends the following documents to the Postdoctoral Office:

- copy of the appointment letter;
- two letters of recommendation;
- a CV in Yale format;
- recommendation for appointment form
- relevant data collection form or Faculty Appointment form

Forms may be obtained at <http://yale.edu/ppdev/HR/FacultyAppointments/forms.htm>

FINAL APPROVAL: The Postdoctoral Office, Central Campus, approves the appointment and sends a letter confirming the appointment to the appointee.

4D FACULTY RECORDS and ORACLE: The Postdoctoral Office forwards the approved application to the Business Center for entry of the profile into 4D and Oracle.

ARRIVAL: On arrival the postdoctoral appointee completes employment forms and benefit elections in the departmental business office; if not covered by a Yale Health plan, fills out a health waiver form indicating what health insurance is providing coverage; visits the Postdoctoral Office to get ID and orientation materials; is entered/verified in Oracle & 4D.

Postdoctoral Appointment Process Yale Central Campus

International Appointees (Not including U.S. permanent residents)

FUNDING: The faculty member works with his grants administrator or business office to confirm that sufficient funds exist to hire the postdoctoral appointees.

APPOINTMENT LETTER: The faculty member drafts an appointment letter, which s/he and the chairman (or business office representative) both sign. The appointment letter must include:

- salary amount;
- source of funding;
- health benefits provided and who pays for them;
- job title;
- term of appointment must be maximum of one year renewable (start and end dates);
- statement that the official start date may be changed if visa approval is delayed;
- statement that the appointment is contingent upon visa approval.
- summary of duties and responsibilities.

DOCUMENTATION: The faculty member mails the letter to the appointee, along with a copy of the new Postdoctoral Policies, and requests that the appointee provide the following:

- written acceptance of the offer, either via signing and returning the appointment letter or via a separate letter;
- two letters of recommendation;
- a CV (in Yale format if possible);
- Proof of degree (a copy of the diploma or an authorized transcript showing completion of the degree, with an English translation if necessary). If the appointee has not officially received his doctorate yet, s/he is required to provide a letter from the degree-granting institution stating (in English) that all of the degree requirements have been met and stating when the degree will be conferred.
- any department-specific forms.

It is advantageous for the faculty member to forward the above documents to the business office at least 1 month prior to the appointment date. In some instances, business offices may require faculty to provide the CV in Yale format if the appointee did not do so himself.

VISA PROCESS: As soon as possible, the business office contacts the appointee and the Office of International Students and Scholars (OISS) to begin the visa application process. The department may, at its discretion, wait until receiving the signed appointment letter from the postdoctoral appointee before beginning the visa process.

POSTDOCTORAL OFFICE: Once the appointee has signed and returned the appointment letter, the department business office sends the following documents to the Postdoctoral Office:

- copy of the appointment letter;
- two letters of recommendation;

- CV in Yale format;
- Recommendation for appointment form

Forms may be obtained at <http://yale.edu/ppdev/HR/FacultyAppointments/forms.htm>

FINAL APPROVAL: The Postdoctoral Office, Central Campus, approves the appointment and sends a letter confirming the appointment to the appointee.

4D FACULTY RECORDS and ORACLE: The Postdoctoral Office forwards the approved application to the Business Center for entry of the profile into 4D and Oracle.

ARRIVAL: On arrival the postdoctoral appointee completes employment forms and benefit elections in the departmental business office; if not covered by a Yale Health plan, fills out a health waiver form indicating what health insurance is providing coverage; visits the Postdoctoral Office to get ID and orientation materials; is entered/verified in Oracle & 4D. All postdoctoral appointees if not a US citizen or permanent resident visit the Office of International Students and Scholars to complete necessary forms and be entered in their database.