**Office of Postdoctoral Affairs (OPA)**

**Office of Research**

**Uptown 209, 209 East 5th Street, Mail Stop 157**

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**OPA Website:** <https://rede.ecu.edu/postdoctoral/>

**Department Checklist for New Postdoctoral Scholar Recruitment & Appointments**

1. \_\_\_\_\_ The Department completes the initial Position Description Form and obtains the signature of the supervisor (mentor) and Department chair. This form will be uploaded in PeopleAdmin for routing to budget and the Office of Postdoctoral Affairs.

***NOTES:***

* ***Per the Office of Postdoctoral Affairs all new ECU postdocs and*** ***ECU postdocs whose contracts are ending and who are being reappointed, must be hired at or above the minimum salary set by the*** [***NIH pay scale***](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-104.html) ***(currently $61,008 for individuals with no post-graduate experience).***
* ***Per the Office of Postdoctoral Affairs all new ECU Postdocs contracts should begin on a Monday (or Tuesday, if the Monday falls on an ECU holiday), so that the postdocs can attend New Employee Orientation through the HR office.***

2. \_\_\_\_\_ The Department will submit a posting request in PeopleAdmin following instructions in the Postdoc Applicant Tracking Job Aid provided by OPA. Initiator/Level 1 routes to Budget, Budget routes to Postdoc Approver, Postdoc Approver routes to POSO. ***The PeopleAdmin posting must first be approved by POSO before the position can be advertised with an outside source.***

***Position Number: PDS-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_***

3. \_\_\_\_\_ After the position closes (must be open for a minimum of 7 days), the Department will screen the applicants following instructions in the Postdoc Applicant Tracking Job Aid provided by the OPA. At least one applicant must be interviewed either in person or via an internet calling application and/or video chat.

4. \_\_\_\_\_ Once an applicant is selected, the Department submits the Hiring Proposal following the instructions in the [People Admin Posting Instructions for Postdoctoral Scholar Positions.](https://rede.ecu.edu/postdoctoral/wp-content/pv-uploads/sites/392/PeopleAdmin-Postdoc-Applicant-Tracking-Job-Aid-Rev-Nov-2024.pdf) This serves as the Compliance Report. After approval of the Hiring Proposal by OED, an email will be sent to the Department. The Department should forward that email to Ebony Applewhite-Wiggins in the OPA and then the Department makes the verbal job offer to the Candidate of Choice.

5. \_\_\_\_\_ Once the Candidate of Choice verbally agrees to accept the position, the Department will notify OPA ([applewhitewiggens19@ecu.edu](mailto:applewhitewiggens19@ecu.edu)) that the Candidate of Choice has accepted.

6. \_\_\_\_\_ The Department will see that the OPA receives the following:

A. \_\_\_\_\_ Current CV/Resume

B. \_\_\_\_\_ Official transcript translated in English showing an earned PhD or Registrar’s statement translated in English stating all degree requirements have been completed. Or if their coursework is completed and all they have left is the defense of their Dissertation, then ask their advisor to provide the scheduled defense date. Official transcripts must be received within 90 days of initial appointment.

C. \_\_\_\_\_ If non-US Citizen, type of requested employment authorization (J-1, F1-OPT, H1-B, EAD, or PR/Green Card). The position cannot be secured until the Scholar secures one of these Visas. More information about types of visas and university contacts can be found [here](https://rede.ecu.edu/postdoctoral/international-postdocs/).

7. \_\_\_\_\_ The Department will request a contract template from the OPA and complete relevant sections with the Postdoctoral Scholar and Departmental Information. Appointments are typically for a 1-year period and can be renewed for up to 5 years total; contact the OPA if interested in providing an initial appointment that deviates from the typical 1-year appointment. The department will also insert the summary of duties from the Position Description Form. The letter should be sent to the OPA for insertion onto letterhead and to be reviewed and signed by the OPA Director. The OPA will send the contract through DocuSign for signature, copying the admin and the mentor.

8. \_\_\_\_\_ If the Postdoctoral Scholar is seeking or has a **J-1 Visa**, the Department must submit a “Invite a Scholar J-1 Application. The Mentor will fill out the first section of the form. Once completed the Scholar will receive an email requesting they complete their section. Lastly an email will be sent to the Department's Chair/ Dean acknowledging the international hire.

The following documents are required for a complete Invitation Packet

A. \_\_\_\_\_ Completed DS-2019 Request Form

B. \_\_\_\_\_ Current CV/Resume

C. \_\_\_\_\_ Copy of contract letter

D. \_\_\_\_\_ Proof of an earned Bachelor’s degree or higher –or– current transcript or letter from the Registrar showing enrollment in an accredited university

E. \_\_\_\_\_ Completed [[Exchange Visitor (J-1) English Language Proficiency Certification Form (PDF)](https://global-affairs.ecu.edu/intranet/wp-content/pv-uploads/sites/424/English-Language-Proficiency-Certification-Form-05.2024.pdf)](https://global-affairs.ecu.edu/intranet/wp-content/pv-uploads/sites/424/English-Language-Proficiency-Certification-Form-05.2024.pdf)

F. \_\_\_\_\_ Copy of the (identification) picture page of the Postdoctoral Scholar’s passport

*Potential additional documents:*

G. \_\_\_\_\_ If the visiting scholar would like to bring their family members as J-2 dependents, the passport identification (picture) pages will have to be submitted for each dependent.

H. \_\_\_\_\_ If the visiting scholar is transferring from another institution in the US, their existing DS-2019 or I-20, copy of visa sticker, and I-94 also need to be submitted.

9. \_\_\_\_\_ If the Postdoctoral Scholar is seeking a **post-completion Optional Practical Training (OPT)** benefit on a **F1 Visa**, the individual must seek this independently through their current institution. This usually takes ~ 90 days to process. The scholar must send the OPA:

A. \_\_\_\_\_ The contact information of their current university F1 sponsor

B. \_\_\_\_\_ A copy of the OPT/EAD (Employment Authorization Document) or work permit when issued. The Employment dates on the Position Description Form and contract must be within the EAD employment eligibility dates (which are no longer than 12 months).

Note that Erin Eatman in the Office of University Council is the authorized signatory for Form I-983.

10. \_\_\_\_\_ If the Postdoctoral Scholar is seeking or has an **H1-B Visa**, the Department must contact the OPA for the appropriate procedures and must follow the ECU H1-B guidelines for postdoctoral scholars.

11. \_\_\_\_\_ If the Postdoctoral Scholar is a non-US Citizen and is a permanent resident, the Department must obtain from the scholar a copy of his/her permanent resident card (green card) and send it to the OPA.

12. \_\_\_\_\_ OPA will transition the Hiring Proposal to “Background Check Pending”. Once a satisfactory report has been received, POSO will email that information to the OPA and the OPA will forward the email to the Department for their records.

13.\_\_\_\_\_ The Department will provide a copy of the Medical Insurance Enrollment form found on the OPA website under [Benefits](https://rede.ecu.edu/postdoctoral/benefits/). The scholar must complete this form even if they do not choose to enroll in the Group Health Plan. The Department will scan and email the completed form to the OPA ([applewhitewiggens19@ecu.edu](mailto:applewhitewiggens19@ecu.edu)). Please note the **scholars will not be covered until the first of the month after they begin work**. If scholars want to also insure their dependents, they will need to contact BCBS directly (see [http://studentbluenc.com/#/ecu](https://www.bluecrossnc.com/members/student-blue/find-your-school/east-carolina-university) for more information)

**Important Note for Postdoctoral Scholar is on a J1 Visa:** Health insurance is a federal requirement for the Scholar and any J-2 dependents and must be effective on the date they enter the country. Postdocs are required to obtain any pay for coverage for the period before their ECU coverage goes into effect.

Example: Start date is 7/12 and postdoc enters the US on 7/5. Approved J-1 Health insurance coverage must be purchased for 7/5 – 7/31 only. ECU coverage will go into effect 8/1.

More information on health insurance options for J1 visa holders can be found in this [**brochure**](https://rede.ecu.edu/postdoctoral/wp-content/pv-uploads/sites/392/J-Exchange-Visitor-Visa-Health-Insurance-Options-.pdf).

14. \_\_\_\_\_ **POSO will send the postdoc an invitation to attend the required New Employee Orientation on their first date of employment.** The invitation is typically sent on the Friday prior to the first day of employment. The POSO will send them instructions to complete the federally required Employment Eligibility Verification Form (I-9) and a list of original documents (no photocopies) they will need to bring with them to complete the certification process during orientation.

15. \_\_\_\_\_ If the Postdoctoral Scholar is a U.S. Citizen, the Department will direct them to the Payroll website, <https://financialservices.ecu.edu/payroll-forms-links/>, for the following forms they will need to submit to the Payroll office on their first day of work:

A. \_\_\_\_\_ Authorization for Direct Deposit

B. \_\_\_\_\_ W-4 Federal Taxes

C. \_\_\_\_\_ NC-4 State Taxes

16. \_\_\_\_\_ If the Postdoctoral Scholar is a Non-U.S. Citizen, the Department will send an email to [internationaltax@ecu.edu](mailto:internationaltax@ecu.edu) requesting the latest version of the ***Foreign Visitor Information Form*** for a new international Postdoctoral Scholar and ask to schedule an appointment on their first day. The Department will send this form and the ***Authorization for Direct Deposit Form*** to the Postdoctoral Scholar and inform them they must bring the completed forms with them on their first day of work and instruct them **not** to send any completed forms back via email.