**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 Postdoctoral Scholar Reappointment**

Banner ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

US Citizen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial ECU Appt Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visa Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_ The Department completes the reappointment Position Description Form, obtains supervisor (mentor) and department chair signatures, and forwards it to the funding source unit for approval. If state funded, send directly to the Office of Postdoctoral Affairs. For other funding sources scan the document to the appropriate representative listed below. The funding source unit will forward the document to the OPA for final approval.

Grants: Your assigned Grants manager

<https://ecubic.ecu.edu/Reports/report/ecuBIC/Research%20and%20Graduate%20Studies/Sponsored%20Programs/OSP%20Data%20Products/Grants%20and%20Contract%20Officer%20Designation>

ECUP Funds: [richardsp@ecu.edu](mailto:richardsp@ecu.edu) F&A: [hilly@ecu.edu](mailto:hilly@ecu.edu) Special Funds: [hilly@ecu.edu](mailto:hilly@ecu.edu)

***If the Postdoctoral Scholar is a US Citizen, then skip to # 6***

2. \_\_\_\_\_ If the Postdoctoral Scholar has a **J1 Visa**, the Department must contact the J1 responsible officer in the Office of Global Affairs.

3. \_\_\_\_\_ If the Postdoctoral Scholar is on a **F1 Visa and OPT benefits** then

A. \_\_\_\_\_ Confirm employment dates fall within OPT/EAD employment eligibility work permit dates.

B. \_\_\_\_\_ Document STEM extension, if appropriate

4. \_\_\_\_\_ If the Postdoctoral Scholar is on a **H1-B Visa**, the Department must contact Ebony Applewhite-Wiggins in OPA for the appropriate procedures and must follow the ECU H1-B guidelines for postdoctoral scholars.

5. \_\_\_\_\_ If the Postdoctoral Scholar is a non-US Citizen and is a permanent resident, keep a copy of his/her permanent resident card (green card) on record and send to Ebony Applewhite-Wiggins.

6. \_\_\_\_\_ Obtain a current CV from the Postdoctoral Scholar and scan to the OPA.

7. \_\_\_\_\_ Request a reappointment contract template from the OPA, fill in the blanks and send the document back to the OPA for insertion onto letterhead. This will be reviewed and signed by the OPA Director. The OPA will send the contract through DocuSign for signature, copying the admin, the mentor, and J1 responsible officer if needed.

8. \_\_\_\_\_ The Department initiates an Electronic Personnel Action Form (EPAF). See types and situations below. Always use position number **Y00001**.

**CG0028** If the number of pays factors and the amount of FTE are not changing, then use EPAF CG0028 (Extend Postdoc Assignment and change funding as necessary).

**AJ0031** If changing funds from grant to state or special funds OR if the salary is changing use EPAF AJ0031 (Add Post Doctoral Scholar job). Note: If the salary is changing you will have to change the suffix number as in Y00001 with suffix of 01 etc. You will let the other job terminate.