

PROCEDURE FOR APPOINTING A POSTDOCTORAL FELLOW TO A RESEARCH ASSOCIATE POSITION

The following describes the procedure for appointing a Postdoctoral Fellow to a Research Associate. This procedure falls under the provisions of the University's Special Search Policy for Certain EPA Faculty and EPA Non-Faculty Appointments. Policy information is available online through the EPA Non-Faculty Employment Policies page:

<http://hr.sites.unc.edu/files/2012/11/Employment-Policies-for-EPA-Non-Faculty-Research-Instructional-and-Tier-II.pdf>

This method ensures that the University's equal opportunity guidelines will be met. Appointing units will still be required to ensure that individuals appointed under this procedure represent the diversity that characterizes the postdoctoral pool at the University. The UNC Equal Opportunity/ADA Office will review these appointments annually and report to the Vice Chancellor for Research and Economic Development whether the University's diversity goals are being adhered to in these appointments.

Below are the steps to be taken:

- Request a New EPA Non-Faculty Position by submitting a Create Position action using the Position Management menu in the EPAWeb Personnel Action System. The position creation process must be used both for permanent and temporary positions, whether full- or part-time and regardless of FTE. All position requests will route to the appropriate next level Dean/Division office and then to the EPA Non-Faculty Human Resources unit in the Office of Human Resources for further review and approval. This request must be approved before proceeding to the next step. Questions about creating a position should be directed to the EPA Non-Faculty Human Resources Office at (919) 962-2897 (for more information, please refer to [EPA Non-Faculty Policies, Procedures and Guidelines](#), specifically under the Position Classification and Maintenance section, see [Creation or Modification of EPA Non-Faculty Positions](#)).
- Prepare request letter with appropriate information pertaining to the postdoctoral fellow proposed for appointment to research associate including the Position ID Number assigned by EPA Non-Faculty Human Resources Position Management (sample letter online at <http://research.unc.edu/files/2014/07/Draft-letter-for-Research-Associate.doc>).
- Complete a *Waiver of Recruitment* in EPA RecruitmentWeb. Attach copies of a signed justification letter and current CV/Resume of selected candidate to this waiver request. Request(s) will route through the appropriate administrative channels to the Equal Opportunity/ADA Office for review by Ms. Ann E. Penn.
- Prepare the necessary EPAWeb action in the EPAWeb Personnel Action System attaching the required personnel documentation.