**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 EHRA Faculty and EHRA Non-Faculty Appointments. Policy information is available online through the EHRA Non-Faculty Employment Policies page: [http://hr.sites.unc.edu/files/2012/11/Employment-Policies-for-EPA-Non-Faculty-ResearchInstructional-and-Tier-II.pdf](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 and Compliance Office will review these appointments annually and report to the Vice Chancellor for Research whether the University’s diversity goals are being adhered to in these appointments.

Below are the steps to be taken:

1. Request a new EHRA Non-Faculty Position by submitting an Add/Update Position ePAR in ConnectCarolina. 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,](http://hr.sites.unc.edu/files/2012/11/Employment-Policies-for-EPA-Non-Faculty-Research-Instructional-and-Tier-II.pdf) specifically under the Position Classification and Maintenance section, see [Creation or Modification of EPA Non-Faculty Positions)](http://hr.unc.edu/policies-procedures-systems/epa-non-faculty-employee-policies/position-classification-and-maintenance/).
2. Prepare Waiver Justification Letter with appropriate information pertaining to the postdoctoral fellow proposed for appointment to research associate including the Position Number assigned by ConnectCarolina once the ePAR has execute. (Sample letter online at [http://research.unc.edu/files/2014/07/Draft-letter-forResearch-Associate.doc)](http://research.unc.edu/files/2014/07/Draft-letter-for-Research-Associate.doc)
3. Complete an EHRA-NF *Waiver of Recruitment* in PeopleAdmin. Attach copies of the signed Waiver Justification Letter and current CV/Resume of selected candidate to this wavier request. Request(s) will route through the appropriate administrative channels to the Equal Opportunity and Compliance Office.
4. Prepare the necessary Hire ePAR in ConnectCarolina, attaching the required personnel documentation. (Standard Order Table: <http://hr.sites.unc.edu/files/2012/11/EPA-NF-Standard-Order-Table-August-20101.pdf>)