

## UALR HIRING PROCEDURES GRANT FUNDED RESEARCH ASSOCIATES AND/OR POST-DOCTORAL FELLOWS

These procedures have been established to provide guidance to departments and faculty requesting to employ grant funded Research Associates and/or Post-Doctoral Fellows.

### **Provisional Position Recruitment Process**

Departments are required to follow the University's hiring procedures when filling positions with Post-Doctoral Fellows where the duration of the appointment is for twelve months or longer. Post-Doctoral Fellows assisting in grant writing activities may be classified as a Research Associate if defined in the proposed Scope of Work. To ensure a competitive hiring process, grants may not specifically identify a Post-Doctoral Fellow or a Research Associate by name when submitted to the funding agency. All recruitment activities will be handled through the PeopleAdmin Applicant Tracking System. The established process is as follows:

1. Prior to commencing the recruitment process, the Sponsor of the Post-Doctoral Fellow shall complete the "Scope of Work Form" and submit this for review and approval to the Sponsor's Chairperson, Dean, and Associate Vice Provost/Research Office. The Sponsoring Faculty will be responsible for preparing a job description and job posting within the PeopleAdmin System which will consist of job duties, knowledge, skills and abilities (KSA), minimum education and experience requirements, required applicant documents, advertisement announcement and if the position is grant funded, a Provisional Position Request for submittal and approval from the Arkansas Department of Higher Education (ADHE). Positions will move through the review and approval process as outlined in Applicant Tracking Workflow 1.

Positions will be posted for a minimum of 30 days as per UALR's Affirmative Action Plan. Requests to post a position for less than 30 days must be noted in the "Special Advertising Instructions" box in the job posting and approved by the Provost's Office.

2. All applications will be submitted, reviewed and moved through the PeopleAdmin Applicant Tracking System. Applicants selected for campus interview must be moved to the status of "Selected for Campus Interview" within the system where the Department of Human Resources will conduct the Affirmative Action Review (no paper Affirmative Action Review form or Applicant Worksheet will be required from the department). See Applicant Tracking Worksheet 2.

Applications which do not contain all the required documents will be considered incomplete and the applicant cannot be considered for the position.

The Search Committee Members will review the top applicants and select the desired applicant for hire. The Associate Vice Provost/Research Office must be notified in writing of the applicant selected for hire. The Associate Vice Provost/Research Office will then move to the status of "Recommended For Hire" within the PeopleAdmin System. This document will be maintained in the Associate Vice Provost/Research Office's files for the duration of the employment period.

A verbal offer of employment will be extended and upon the applicant's acceptance of the offer, the Sponsor must complete the Hiring Proposal and offer letter for review and approval by the Provost's Office as established in Applicant Tracking Workflow 3.

The Associate Vice Provost/Research Office will be responsible for ensuring the offer letter includes all relevant hiring and appointment required language and is uploaded into the applicant tracking system.

If the applicant will be working under a J1 or H1B Work Visa, the expected start date should be no less than 90 days from the date the applicant accepted the verbal offer. Additionally, the start date should be at the beginning of a pay period (the 1<sup>st</sup> or 16<sup>th</sup> of the month).

3. Final offer of employment cannot be extended until the background check requirements have been met or approved by Human Resources.

Applicants within the United States will be subject to a criminal and financial background check through Human Resources. Departments should plan on a minimum of ten (10) business days for the results of the background check.

Background checks for foreign nationals outside the United States will be conducted by the appropriate Federal Agency overseeing the visa application. The Associate Vice Provost/Research Office will conduct a Visual Compliance check as part of UALR's Research Compliance/Export Control regulations. The Sponsoring Faculty will be required to complete:

- a. Department Approval/Attestation;
- b. Department Request for DS-2019 Visa; and
- c. Sponsoring Faculty Visual Compliance Data Form.

The applicant will also be subjected to the Federal Export Control requirements as part of the background check process. The Associate Vice Provost/Research Office will provide Human Resources a copy of the export control clearance notice via email to [HR-Recruitment@ualr.edu](mailto:HR-Recruitment@ualr.edu). The hiring process will be on hold pending receipt of the export control notification.

4. Post-Doctoral Fellows coming to UALR on a J-1 Visa will be required to provide information for the DS-2019 Visa Documents. The applicant must complete the "Visiting Scholar's Visual Compliance Data Form", "Fact Sheet for J-1 Visitor Visa Applications", "J Health Insurance Requirements Compliance" and submit the documents to the Associate Vice Provost/Research Office for processing. The Associate Vice Provost/Research Office will coordinate any other visa requirements with the Office of International Student Services. These documents will be maintained in the Associate Vice Provost/Research Office's files for the duration of the employment period.
5. The applicant should receive an unsigned offer letter from the Associate Vice Provost/Research Office for his/her signature. Upon receipt of the applicant's signed offer letter, the Associate Vice Provost/Research Office will sign the offer letter and return a signed copy to the applicant. This will allow the applicant to begin the visa process.

6. The Associate Vice Provost/Research Office will coordinate the arrival of the Post-Doctoral Fellow with the Sponsor to ensure all New Hire paperwork is completed and the new hire adheres to the employment agreement and to conduct an on-site orientation for the new hire when he/she arrives on campus. The on-site orientation will consist of a list of things required to finalize the employment process (social security cards, computer access, etc.) and contact information for the Office of International Student Services and Human Resources.
7. The Associate Vice Provost/Research Office will originate the EPAF for the new hire and follow up with the Office of International Student Services and Human Resources to ensure that all new hire requirements are completed within 3 days of employee's start date.

### **Search Waivers**

Staffing needs for less than a one year period can be approved through a Search Waiver request. Positions approved with a Search Waiver will be issued a Temporary (T) position number to indicate the position is limited in scope and short term in nature.

Search Waivers are intended to be used only for temporary positions which require an immediate employment appointment where a normal search would create an undue hardship on the University or on promised services. When using a foreign national to fill positions under a Search Waiver, the department must submit the request for a Search Waiver to the Associate Vice Provost/Research Office at least 60 days before the commencement of employment.

Search Waiver requests must include the following documents and must be approved from the Provost's Office before an offer letter is extended or employment commences.

- a. Search Waiver Form with time frame for the appointment;
- b. Provisional Position Request Form and Job Description;
- c. Department Approval/Attestation;
- d. Departmental Request for DS-2019;
- e. Sponsoring Faculty Visual Compliance Data Form;
- f. Scope of Work Form
- g. Copy of the CV; and
- h. Copy of the offer letter.

Search Waivers are for a specified period of time, any request to extend the duration of a Search Waiver must have prior approval by the Provost's Office. The Provost's Office can deny the Search Waiver request and require the department to recruit for the position under the University's recruitment process.

### **Non-Paid Assignments**

Departments requesting to contract with a Visiting Scholar where UALR will be entering into a non-paid agreement with the visitor will not be required to complete the UALR hiring process or complete new hire paperwork for Human Resources. The Sponsor must complete the following documents and submit these documents for review and approval to the Sponsor's Department

Chairperson, who will forward to the Dean, who will forward to the Associate Vice Provost/Research Office at least 3 months prior to the arrival of the Visiting Scholar.

- a. Department Approval/Attestation;
- b. Department Request for Ds-2019 Visa;
- c. Sponsoring Faculty Visual Compliance Data Form;
- d. Scope of Work Form; and
- e. Copy of the CV.

The Associate Vice Provost/Research Office will also coordinate building and computer access with the sponsoring department.

### **Volunteer Assignments**

The use of volunteers to provide expertise to various departments across campus is considered to be beneficial to the overall objectives of the University and on-going research projects. Departments or faculty requesting to utilize volunteers must complete the following forms for submittal and approval by the Sponsor's Department Chairperson, who will forward to the Dean, who will forward to the Associate Vice Provost/Research Office before the volunteer's services commence.

- a. Department Approval/Attestation;
- b. Department Request for Ds-2019 Visa;
- c. Sponsoring Faculty Visual Compliance Data Form;
- d. Scope of Work Form; and
- e. Copy of the CV.

A volunteer is limited in his/her scope of work and shall not perform duties that would normally be covered by a part- or full-time employee. Departments cannot imply or make promise of future employment or economic gain to any volunteer based on the scope of work performed on a volunteer basis. A foreign national cannot volunteer services while on a work visa or under the Optional Practical Training program.