I want to hire a “post-doc” cheat sheet

The April 2020 version (which is, of course, likely to change)

Some questions to ask yourself:

1. Will this newly-minted PhD primarily be teaching?
2. Will they only be doing research?
3. Am I hoping for a combination of both research and teaching?
4. How long do I want them to work for me/the Department?
5. Do I want to make sure the person gets benefits?

How you answer the above questions will help to guide your next steps:

a) Which job title should I try to use?
b) With whom do I need to work?
c) What do I need to do to get the process started?

1. Will this newly-minted PhD primarily be teaching?
   a. If yes, Acting Instructor is the most likely choice of job type
   b. Consult with Bernard for permission and space
   c. Next, Erica is your go-to person for hiring since she handles academic personnel
   d. Be ready with potential appointment dates (maximum one year, but can be renewed annually for up to four years), proposed salary, and CV--and get ready to collect 3 letters of reference
   e. Erica will facilitate a faculty vote and help write the Chair and offer letters

2. Will they be doing research only?
   a. If yes, Post-Doc or Research Scientist are two options
      i. Post-docs come in 2 options: Interim Post-Doc: 0 to 6 months (can only be used as a bridge for UW grads who are transitioning to another appointment) or Post-Doc: Must be a minimum 12 month appointment to start. Interim Post-Doc will NOT qualify for benefits, Post-Doc will
         1. Post-doc is a union position: https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs/uaw-postdoc-contract
         2. There is a 5-year limit on post-doc experience
      ii. Research Scientist: non-competitively hired (up to 9 months) or competitively hired (longer than 9 months). These are STAFF positions that must be advertised on UWHires and do not need to go out to Interfolio. (Note: the UW does NOT sponsor visas for staff positions)
   b. Consult with Bernard for permission and space
   c. Katherine is your go-to person for hiring since she does all staff hires
   d. This process can take at LEAST 3-4 weeks, sometimes more
   e. Katherine will assist with offer letters
3. Am I hoping for a combination of both research and teaching?
   a. **Acting instructor** is an option
   b. There may be other options coming—stay tuned
   c. Required: “If primary duties do not include teaching, must have a full-time appointment.”

4. How long do I want them to work for me/the Department?
   a. This question is, of course, dependent on work load and funding, but the bottom line is that any offer of less than 6 months will NOT come with benefits.
   b. Do you think you might want them to extend at some point or is this a “set” period that you know you want them to work? Some appointment types require more work to extend (e.g. temporary staff positions) than others. Reappointing Post-docs is fairly straightforward.

5. Do I want to make sure the person gets benefits?
   a. If so, the appointment must initially be longer than 6 months.

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"post-doc" options: a visual cheat sheet

<table>
<thead>
<tr>
<th>job duties (&amp; who can help)</th>
<th>teaching (Erica)</th>
<th>teaching &amp; research (Erica)</th>
<th>research (Katherine)</th>
</tr>
</thead>
<tbody>
<tr>
<td>job title</td>
<td>Acting Instructor</td>
<td>Acting Instructor*</td>
<td>Post-Doc (or Interim Post-doc)</td>
</tr>
<tr>
<td>details</td>
<td>one year appts, up to 4 years</td>
<td>one year appts, up to 4 years</td>
<td>1 year appts, up to 5 year limit (for: 0-6 months)</td>
</tr>
<tr>
<td>job title</td>
<td></td>
<td></td>
<td>Research Scientist</td>
</tr>
<tr>
<td>details</td>
<td></td>
<td></td>
<td>Limited-term (6-9 months) or regular staff appointments (neither are eligible for visa sponsorship)</td>
</tr>
<tr>
<td>benefits eligible?</td>
<td>yes!</td>
<td>yes!</td>
<td>yes!</td>
</tr>
<tr>
<td>visa considerations</td>
<td></td>
<td></td>
<td>A reminder that if visa sponsorship is necessary, count on this taking an additional 9 months</td>
</tr>
</tbody>
</table>

*This is subject to change!

Updated 4/24/2020