Procedure for Appointing Postdoctoral Scholars

In the spirit of Iowa State University’s commitment to equal opportunity and diversity, beginning July 1, 2019, all postdoc positions must be advertised at [www.jobs.iastate.edu](http://www.jobs.iastate.edu) (and additional outlets, if desired) for a minimum of 7 days. All applicants who meet the required qualifications listed in the ad will need to be evaluated. As with all position postings, the required qualifications included in the position description are likely to influence the number of qualified applicants. HR staff (Staff Recruiting Specialists) will support the supervisor/PI with screening applications. The supervisor/PI will propose which candidate(s) to interview and will make the final hiring decision.

Advertising for at least 7 days is likely to attract diverse pools of qualified applicants who may not have otherwise known of these opportunities. If the supervisor/PI wishes, Staff Recruiting Specialists in HR will be available to assist with identifying candidates to interview while leaving the appointment decision to the supervisor/PI. Appointing postdoctoral scholars through this channel also will be beneficial by ensuring an automatic and comprehensive onboarding process. This will streamline benefits enrollment for postdocs, as well as the process of giving them a Net-ID and appropriate permissions.

Notes:
1. A faculty member may appoint his or her newly graduated Ph.D. student for a maximum appointment of three months without advertising.
2. For all postdoc letters of intent executed and submitted to the Graduate College before July 1, the postdoc must begin the appointment by October 31, 2019. For appointments that begin after October 31, 2019, or for post doc positions which were not executed by July 1, the position must be advertised for at least 7 days, as outlined above.

For questions about this change or the procedure, please contact Misty Treanor at (515) 294-0419.