



November 2023

Office of Postdoctoral Affairs Role on Campus

Search/Recruitment Required .....	14
Accrued Annual Leave .....	14
Completed Annual Leave	

Welcome to the Office of Postdoctoral Affairs (OPA) at the University of Nevada, Las Vegas (UNLV). We would like to provide you with some context regarding the OPA as well as the information found in this handbook.

The onboarding process and orientation are primarily done by the Office of Human Resources (HR), but the OPA can help answer questions and connect you to the right resources.

We primarily support postdoctoral scholars and their mentors/supervisors by:

- Serving as the central resource of office for postdoctoral questions and issues for faculty, supervisors, mentors, and prospective and current postdoctoral scholars

- Hosting at least one major research and networking event each semester for postdoctoral scholars and faculty

- Keeping postdoctoral scholars and their mentors/supervisors apprised of relevant events and professional development opportunities through our email group

- Working with various units around campus to offer high-quality professional development opportunities for postdoctoral scholars that will help prepare them for their next career steps, including in industry, government, academia, and other settings

- Serving as an advocate for postdoctoral scholars and as a liaison between the postdoctoral scholar community and university administration

- Building a community for all UNLV postdocs and working toward ensuring that UNLV postdoctoral scholars feel part of the UNLV community

Please contact us with questions or feel free to just stop by to introduce yourself. Our office is located on the second floor of the University Gateway Building located on the east side of

A postdoctoral appointment is a temporary specialized education and training position in research, teaching, performance, or scholarship established for the continued education and professional growth of the candidate. The appointment is under the direction of faculty sponsor(s), and it can be in any discipline or academic unit on campus. Below is important information on the appointment terms of postdoctoral scholars, according to the Board of Regents Handbook ([Title 4, Chapter 7, Sections 5-7](#)).

A postdoctoral appointment must be at least 50 percent FTE.

The minimum length of a postdoctoral position is one year, while two or three years is typical, and four or five years is not customary. The Nevada System of Higher Education (NSHE) does not allow postdocs over five years. Research positions that do not meet this requirement should be established using other available employment types and recruitment strategies.

Completion of a doctoral degree in the appropriate or related discipline is required. A recent postdoc is someone who has graduated within the past five years. Departments can set the preferred qualifications on their search to be less than five years if they choose to do so; however, if an excellent candidate applies for a postdoc position that is more than five years out, the hiring authority can make a case to include that applicant in their search.

The minimum allowable base salary through UNLV's HR is \$42,800. However, the OPA recommends a minimum salary of \$50,000 based on the National Postdoctoral Association.

The onboarding process is primarily managed by UNLV's Office of Human Resources. Information on the full onboarding process can be found on the [New Employee Onboarding webpage](#).

For a snapshot of the onboarding process, please see:

[Supervisor's Checklist for Onboarding Postdoctoral Scholars](#) (provides guidance on items that should be completed for postdoctoral scholars prior and after they have started their position)

[Getting Started for Postdoctoral Scholars](#) (provide guidance on things that postdocs should know prior to your first day and what tasks should be completed when; e.g., your first few days at UNLV, your first month, your first few months, your first six months, and your first year)

As part of the onboarding process, there are important trainings and orientations that new UNLV postdocs should attend.

All new postdocs or postdocs who are newly benefits-eligible should attend a benefits

Postdoctoral scholarship conference/training attendance and Workday: The OPA strongly encourages postdoctoral scholars to attend conferences and trainings as part of their professional development. If a postdoc is attending a professional activity





international grants and fellows, training plans (I-983 Forms), a quick guide to income taxes, among other helpful resources.

Nonresident Alien Tax Support: UNLV has a Nonresident Alien Tax Specialist who can assist international scholars with taxes. Email [nrat@unlv.edu](mailto:nrat@unlv.edu).

**RebelCard:** The RebelCard is the official UNLV ID. It can be used at the library, health and recreation wellness center [Faculty and Staff Treatment (FAST) Center and gym], and many other facilities on campus. Money can also be deposited on the card (called RebelCash), which can be used at participating locations on and off campus. If you use RebelCash at on-campus dining locations, you do not have to pay sales tax on your purchase.

This [handy interactive UNLV map and parking website](#) is an excellent tool to help you find your way around campus.

**Parking and Transportation Services:** If you plan to drive on campus, you will need a parking permit. These can be purchased by the semester, the academic year, or the calendar year. If you park on campus without the appropriate permit, you will get a ticket. Parking is enforced 7 a.m.-7 p.m. Monday-Thursday and 7 a.m.-1 p.m. Friday during the calendar school year. During the summer months parking enforcement hours are from 7 a.m.-5 p.m. Monday-Thursday and 7 a.m.-1 p.m. on Friday. Parking is not enforced on the weekends.

**FAST Center** provides fast and convenient access to medical care for UNLV employees









Click on 'View Profile' in upper right corner in Workday  
Click on 'Actions' and 'Personal Data'  
Select 'Edit Personal'



After the  task is fully approved, the next step in Workday is to create the job requisition. In Workday, start typing into the search bar: . Use the information below:

Workday Task: \_\_\_\_\_ with a Search Waiver

Reason type: Exception > Postdoctoral Scholar

Recruiting Instruction > Search Waiver

Note: Make sure all documents from Step 1 are uploaded

Once the job requisition goes to HR, they will work with the department to have the candidate apply, and generate the employment agreement. HR's [Search Waiver Process in Workday](#) guide provides additional information about the search waiver process and necessary next steps.

Workday Task: \_\_\_\_\_ with Recruitment (e.g., there is not a search waiver)

See: [Existing Positions - Create Job Requisition business process](#)

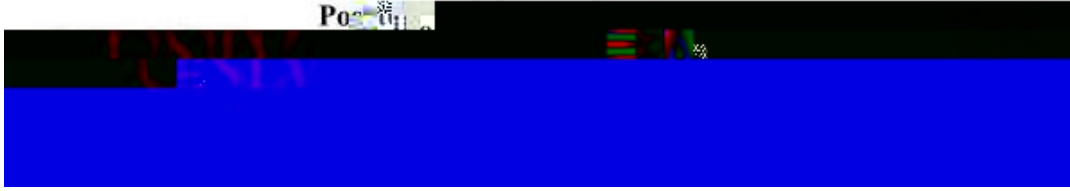
Here are the next hiring steps that will follow if you are not requesting a search waiver. It is important to note that each of these steps have multiple approval processes involved. We recommend that you monitor Workday to see who is up next and, if necessary, send an email to them as a reminder that they need to approve the position in Workday.

1. The position will be posted for your candidate(s) to apply. The HR Recruitment Representative (or Primary Recruiter) will provide instructions on the candidate application process. Please visit HR for more information about [Job Posting](#).
2. The primary recruiter will edit the requisition according to the information provided in the vacancy announcement and then post the job. The [Job Posting](#) website has additional information regarding paid advertisements and additional resources.
3. The next step in the search process is establishing your search committee. You will need to follow the steps outlined on the [Workday Search Committee Access Request](#) page to give your search committee access to applicant materials in Workday.
4. Work with HR on the [Request for Campus Interview Approval](#). Please note, approval is required from the UNLV Office of Equal Employment & Title IX or Human Resources prior to the final round of interviews.
5. Once a candidate has been selected, you can move on to the [Job Offer/Hire Process/Onboarding](#) step. There are five tasks to complete under this step to move an



6. After the conclusion of the recruitment follow the steps to [Finalize the Recruitment](#) and complete the steps to close the search.

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the [online reporting form](#), by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at 702-895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH) 7 [ at Frank ch.



## APPENDIX A. EXAMPLE POSTDOCTORAL SCHOLAR OFFER LETTER

Please note that all sections in yellow need to be completed by the hiring manager.

Document Date: DD/MM/YYYY

Candidate Name  
Address

Dear [Candidate Name],

I am pleased to extend the offer of employment for the position of [position title].

We believe your knowledge, skills, and experience will be an asset to our unit and the university. We hope you will enjoy your new role and we are confident that you will make significant contributions to the overall success of the university as the institution pursues its mission in achieving Top Tier status.

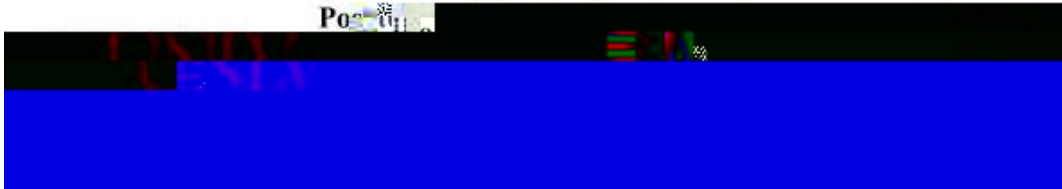
Please take time to review our offer as it includes important details about your compensation, benefits, and the terms and conditions of employment.

### Position Information

Title: [ ]

Compensation Grade: Postdoctoral Scholar

[Last Name, First Name]  
\_\_\_\_\_ 'kpklcl' \_f cvg



**Sub-Type:** Vgo r qtct { "Hkz gf +

Annualized Base Salary: \$XXXX

**Time Type:** Full time

Full-Time Equivalent (FTE): 100%

**Anticipated Start Date (may be subject to change):**

**Supervisor:** [redacted]

**Campus Location:** UNLV1-Maryland Campus

**Administrative Pay:** 34"b qpj +

12 month contracts are used for year round programs and obligate the faculty members for duties throughout the year, except for legal holidays.

Compensation

[OPTIONAL]

**Fixed Initial Expense (FIE):** You will receive an additional one-time initial employment allowance payment of \$[redacted]. You will not be eligible for reimbursement for moving, relocation or other expenses in connection with beginning your employment pursuant to this agreement. Should you leave employment voluntarily within the first twelve months, this initial employment allowance shall be repaid in full.

[Last Name, First Name]

\_\_\_\_\_ initial \_\_ date

Your base salary will not be affected by any July 1, 2019 across-the-board increase which might be granted to the faculty by the Nevada State Legislature who were employed at UNLV during the 2018-2020.

## Benefits

**Benefits:** As an employee of a Nevada State agency, you will pay neither state income tax nor Social Security. Most NSHE jobs are subject to a mandatory retirement contribution. Please refer to onboarding links for full benefits information including mandatory retirement contributions, leave, and other benefits. Health elections must be made within 15 days of eligibility date.

Your benefits will be effective on the first day of the month concurrently with or following the effective date of your contract. If your contract begins after the first day of the month, your benefits will not be effective until the first day of the following month. You will need to attend benefits orientation as early as possible, but no later than your first week on campus to ensure that you are able to complete your benefit elections in a timely manner. If you plan on covering dependents, please bring the appropriate supporting documents (marriage certificate, birth certificate, etc.).

## Other Information

### [OPTIONAL]

Applicants who have earned their degrees outside of the United States must have their transcripts evaluated by an approved evaluator. Evaluations of non-U.S. degrees may be obtained from any member of the National Association of Credential Evaluation Services (NACES) at <http://www.naces.org/members.html>. Expense of the evaluations shall be borne by the applicant and the evaluation must be forwarded directly to the UNLV appointing authority. Questions may be directed to UNLV Human Resources (702) 895-





