

WASHINGTON STATE UNIVERSITY
Human Resource Services

POSTDOCTORAL CHECKLIST FOR HIRING MANAGERS

Washington State University adopted the Association of American Universities ([AAU](#)) definition of a postdoctoral scholar. This checklist was developed to assist departments with determining if a postdoctoral appointment is appropriate. The following seven questions must be answered "Yes" to be considered eligible for the Post-Doctoral Research Associate (0306) job title/code.

Name: _____ WSU ID: _____

Department/College: _____

1. Was the appointee recently awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D., D.V.M.) in an appropriate field?
 Yes Degree _____ Year _____
 No

2. Is the appointment temporary?
 Yes No

3. Does the appointment involve substantially full-time research or scholarship?
 Yes No

4. Is the appointment viewed as preparatory for a full-time academic and/or research career?
 Yes No

5. The hiring manager certifies that this appointment is NOT part of a clinical training program?
 Yes No

6. Does the appointee work under the supervision of a senior scholar?
 Yes No

7. Does the appointee have the freedom, and is she or he expected, to publish the results of her or his research or scholarship during the period of the appointment?
 Yes No

Note: Postdoctoral appointments should not exceed five years.

Questions regarding postdoctoral procedures: Office of the Provost 335-5581 OR provost.wsu.edu

cc: HRS Personnel File
 Departmental File

Update August 2019