WASHINGTON STATE UNIVERSITY
Human Resource Service

POSTDOCTORAL RESEARCH ASSOCIATE CHECKLIST FOR HIRING MANAGERS

Washington State University utilizes the Association of American Universities (AAU) definition of a postdoctoral scholar. Hiring managers are expected to use this checklist to assist with determining whether a postdoctoral research associate appointment is appropriate. The answer to all questions listed below must be "Yes" to be considered eligible for the postdoctoral research associate (306) job title/code.

Instructions: Hiring Manager completes the checklist and routes to department/school chair/director and Dean or campus Vice Chancellor for Academic Affairs (VCAA) for final approval.

Candidate Name:

Department/College:

Hiring Manager:

1. Was the appointee awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D., D.V.M.) in an appropriate field within the last 5 years?
   Yes   Degree   Year
   No

2. Is the appointment temporary?

   Yes   No

   What is the anticipated end date for the appointment?

   Note: Postdoctoral appointments should not exceed five years.

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

4. Will this appointment serve as preparation for a full-time academic and/or research career?
   Yes   No

5. A postdoctoral research associate appointment is not appropriate for clinical training programs. Can the hiring manager certify 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. Will the college/department provide mentorship and training to the appointee throughout their appointment?

      Yes   No

8. Does the appointee have the freedom, and are they expected, to publish the results of their research or scholarship during the period of the appointment?

      Yes   No

Please contact the Office of the Provost at 509-335-5581 or provost@wsu.edu with questions regarding postdoctoral research associate requirements or procedures.

Cc: HRS Personnel File
        Department File