



# Office for Postdoctoral Affairs

## POSTDOCTORAL ELIGIBILITY & HIRING PROCESS CHECKLIST

### Eligibility Requirements and Important Notes

A postdoctoral associate or fellow is an individual who has earned a doctoral degree (or equivalent) and is engaged in a temporary period of advanced academic or research training under the mentorship of a Yale faculty member. Postdoctoral appointments are typically one year and may be renewed annually. Individuals generally hold postdoctoral appointments at Yale University for no longer than four years. Total postdoctoral training, including prior experience at other institutions, may not exceed six years. Extensions to a fifth or sixth year may be approved when aligned with the postdoc's career development goals. All appointees must be affiliated with a Yale academic department and have a designated ladder track faculty supervisor unless an approved exception is granted.

### Categories of Appointment

There are two categories of postgraduate appointees. The designation is determined solely by the source of funding:

- **Postdoctoral Associates:** Supported by Yale administered grants, contracts, or University funds; classified as Yale employees.
- **Postdoctoral Fellows:** Supported by external funding awarded directly to the trainee; not classified as Yale employees but hold official University postdoctoral status.

**Degree and Experience Requirements:** To be eligible for a postdoctoral appointment, candidates must:

- Hold a Ph.D., M.D., J.D., D.V.M., D.N.Sc., or an equivalent advanced degree from an accredited institution. Individuals who have completed all degree requirements, but whose degree has not yet been formally conferred may submit documentation verifying completion and the anticipated conferral date; appointments will be terminated if the degree is not awarded as stated.
- Provide an up-to-date CV, a list of publications, and arrange for at least two letters of recommendation to be sent directly to the prospective Yale faculty supervisor.

### Appointment Letter Requirements

Every new postdoctoral appointment must be issued in writing by the supervising faculty member and approved by the department chair (or appropriate dean) and the Office for Postdoctoral Affairs. The appointment letter must specify: (1) Term, title, and schedule (fulltime or fractional), (2) level and source of financial support, (3) benefits provided, general description of training related obligations, (4) any teaching responsibilities. Teaching requires an additional lecturer or equivalent appointment, and (5) inclusion of the Policies for Postdoctoral Appointments. Appointees must formally accept the appointment by signing the letter or providing written acceptance.

**Resources:** [Postdoctoral Policy](#) & [Postdoctoral Compensation Guidelines](#)



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## Postdoctoral Appointment Process Checklist

### 1. Required Documentation:

**Funding:** Candidates may not use personal funds for Postdoctoral positions at Yale. Please refer to the [compensation page](#) for current Postdoctoral Minimums.

**Visas:** For the issuing of visas, please contact the Office of International Students and Scholars (OISS) 3-6 months in advance of the targeted hire date. Please note that the visa process does not begin until OISS has a completed OISS Connect record of the candidate.

Candidates are required to provide the following to the academic unit as well as uploading them in their candidate profile:

- Two letters of recommendation (This is a department requirement and do not need to be sent to OPDA or uploaded into Workday)
- Current CV
- Proof of degree (in English) if the appointee has not officially received their diploma a letter from the School's Registrar or Dean stating that all degree requirements have been met and stating date of degree conferral will suffice.

### 2. Workday Job Requisition:

- Create a new job requisition in Workday using the [How to Create a Job Requisition for Postdocs and Postgrads Workday guide](#).
- The Office for Postdoctoral Affairs will review, approve, and post the Workday requisition.
- You will receive a **Workday notification** once the requisition has been opened and posted.

### 3. Candidate Application and Background Check:

- Send the initial communication you received when the requisition was posted to the candidate directing them to apply for the position and upload all required documentation.
- After the candidate submits their application, the Office for Postdoctoral Affairs (OPA) will initiate the background check, if applicable.

For additional information about the background check process, please visit: [Background Checks | It's Your Yale](#).

### 4. Arrival Confirmation:

Once the appointee has arrived in New Haven to begin their postdoc appointment, departments must confirm arrival by forwarding the postdoc's arrival email, including the Workday requisition number, to the appropriate contact: [Abby Davi](#) for YSM or [Alisa Paradise](#) for FAS and all other Professional Schools. **Please note:** Arrival confirmation must state that the individual is physically present in New Haven or elsewhere in Connecticut and ready to begin work. Listing a CT address, noting residency, or referencing future arrival plans does not meet this requirement. The Office for Postdoctoral Affairs cannot finalize an academic appointment until valid arrival confirmation is received.