

**COURTESY POST DOCTORAL ASSOCIATE (PDA)  
FACULTY APPOINTMENT PROCEDURES**

1. Submit a PAF request to [paf.request@jax.ufl.edu](mailto:paf.request@jax.ufl.edu) requesting a new appointment, along with a transmittal letter addressed to the Dean requesting a Courtesy PDA Faculty Appointment. Please include a description of the candidate's duties and qualifications, and attach a copy of their CV. \*Please be sure when scanning and emailing the PAF to put your department name in the email subject line—this helps us properly route the form. \*An example of a transmittal letter can be found under the “Forms and Sample Letters” link on the Administrative Affairs website.
2. Once the PAF request is received, Administrative Affairs will acknowledge the receipt by a reply email and collect approval of the courtesy PDA appointment. Once the courtesy appointment is approved, Administrative Affairs will send you a copy of the approved letter, and you can then begin the checklist to appoint a Courtesy PDA faculty member.
3. The Courtesy Faculty checklist is available on-line under the New Hire Checklist link on the Administrative Affairs website.
4. Once the hire checklist and related forms are complete, please forward to Administrative Affairs for processing. Hire packets should be submitted to Administrative Affairs well in advance of the anticipated start date—This will allow plenty of time for processing.
5. Once the hire checklist and related forms are received by Administrative Affairs, it will be processed and completed.
6. Because most Courtesy PDA appointments are for those who come from abroad, and need visa sponsorship, once the transmittal letter is approved, a copy of the official appointment letter must be given to the immigration specialist, so that processing of the candidate's visa is completed in a timely manner.

\*If the Courtesy PDA Faculty member is scheduled to have patient contact, blood contact and/or specimen contact, they will need to go to employee health for medical clearance. Please be sure to contact Administrative Affairs prior to their employment to schedule an appointment.