

PDA RESEARCH APPOINTMENT PROCEDURES

1. Submit a PAF request to paf.request@jax.ufl.edu requesting a new appointment along with a transmittal letter addressed to the Dean requesting a Post Doctoral Associate position (PDA) and how the position is to be funded. 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.
2. Once the PAF request is received, Administrative Affairs will acknowledge the receipt by a reply email and collect approval of the position. Once the position is approved, an offer letter will be prepared and sent to the department for the collection of signatures. For all offer letters that require the Dean's signature, please route back to Administrative Affairs.
3. Once the offer letter is signed by the Chair and the Dean, the letter can be mailed to the candidate.
4. Once a copy of the signed letter is received from the candidate, please send a copy to Administrative Affairs. This will allow Administrative Affairs to update the database to show this person as being "expected."
5. Also, once the department receives a signed letter from the candidate, a hire checklist and related forms should be sent immediately for completion. The PDA (Post Doc Associate) hire checklist is available on-line under the New Hire Checklist link on the Administrative Affairs website.
6. 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 hire date — This will allow plenty of time for processing.

*If the PDA (Research) 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.