Post-Doctoral Hiring Process

Fully grant funded:

- Department Chair and Dean approve
- Unit completes the Job Posting Requisition form
- Business Manager approves and sends to employment@umsl.edu
- Search is conducted
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean
- *If there is no search, the unit will need to follow the ODEI search waiver process

Not fully grant funded:

- Department Chair and Dean approve
- Justification will be needed
- Unit completes the Job Posting Requisition form
- Business Manager approves and sends to employment@umsl.edu
- Search is conducted
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean
- *If there is no search, the unit will need to follow the ODEI search waiver process

Note: Post-doctoral fellows must be in a salaried position with at least the minimum pay level ($47,476)