

**SECTION I: IDENTIFICATION OF PF/PFRA CANDIDATE**

<input type="checkbox"/> New Appointment	<input type="checkbox"/> PF	<input type="checkbox"/> U.S. Citizen	Name (Last, First and Middle)
<input type="checkbox"/> Reappointment	<input type="checkbox"/> PFRA	<input type="checkbox"/> Foreign National	
TU School/College			Department

**SECTION II: DOCUMENTATION RECEIVED FROM PF/PFRA CANDIDATE**

- CV or, if reappointment, updated CV\*
- Transcript or, if non-U.S. institution attended, copies of non-U.S. transcript\*
- Copy of doctoral diploma/certificate or, if requirements for the doctoral degree were recently completed, a letter from the dean of the candidate's school/college or the institution's registrar confirming completion of the doctorate\*
- H-1B or J-1 visa application for international candidate completed via International Scholar Dossier (ISD) system

\* Uploaded to International Scholar Dossier (ISD) record, if international candidate

**SECTION III: PAPERWORK GENERATED BY DEPARTMENT BUSINESS MANAGER**

- Appointment/Reappointment letter
- Requisition with PCN and appropriate approval signatures
- Comprehensive job description or, if reappointment, updated comprehensive job description
- "Departmental Documentation of Requirements for PF, PFRA, and VRS Appointments" form
- Evaluation of previous year's progress, if reappointment

**SECTION IV: APPOINTMENTS FOR PF/PFRA SCHEDULED BY DEPARTMENT BUSINESS MANAGER**

- Meeting with Office of International Student and Scholar Services, if international candidate, upon arrival
- PF/PFRA Orientation with Nina Marie Campellone, Project Manager, Postdoctoral Fellows Office
- University Orientation with Department of Human Resources through Kimberly Sakil, Training Coordinator (ksakil@temple.edu, 215-926-2218)
- Environmental Health and Radiation Safety (EHRS) Training, if applicable, through Kisha Grady, Training Programs Coordinator (kgrady@temple.edu, 215-707-7697)
- Appointment with Employee Health (215-204-2679) on Main Campus to begin Hepatitis B vaccination series or sign declination form, if applicable
- Appointment for Institutional Review Board (IRB) training, if applicable, through the Collaborative Institutional Training Initiative (<http://www.citiprogram.org>)
- Appointment for Institutional Animal Care and Use Committee (IACUC) approval, if applicable (<http://www.temple.edu/research/login.asp?val=iacuc>)

**SECTION V: REQUIRED CLEARANCES FOR PF/PFRA LIKELY TO WORK WITH MINORS**

- Child Abuse Clearance ([http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf))
- Pennsylvania State Police Criminal Background Check (<http://www.temple.edu/grad/pfo/forms.html>)
- FBI Fingerprint Check ([https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm))