

**UNC Charlotte - Division of Research  
Postdoctoral Hiring Program**

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The UNC Charlotte Postdoctoral Hiring Program is intended to enhance our research excellence across campus as guided by the UNC Charlotte Strategic Plan, the Top-tier Research Excellence Report, and the Research Implementation Design. The program goals are:

- Enhance the productivity of our current and future faculty researchers, especially those with large multi-year awards
- Directly increase annual research expenditures

Starting in the academic year 2023-24, this program will add up to 15 new, 2-year postdocs.

**Eligibility**

All tenured and advanced (post-reappointment review) tenure-track faculty are eligible to apply. Chairs/Deans may also submit a request when recruiting senior faculty.

**Criteria**

Approvals will preference postdoctoral placements that meet the following criteria:

- Research area where postdoc will be working aligns with a research hub represented by a Center, Ignite Pilot Center, areas identified in the Top-tier Research Excellence Report, or an emerging research cluster. The faculty mentor has already been successful in securing competitive, external research funding and is poised to move to an even higher level of success with additional support from a postdoc.
- Envisioned work will lead to a new or greatly expanded funding stream for the faculty member.
- Faculty mentor agrees to be accountable for the new position resulting in increased external funding for their research program, including continued support for the postdoc position beyond the 2-year "startup" period. The faculty mentor agrees (if not already undertaken) to complete the Graduate School Mentoring Training.
- A minimum 25% match from PIFA/Department/College/AA, or other possible sources such as reallocation of money in a grant to achieve the match.

*Examples of prioritized types of requests:*

- A highly productive research faculty that is managing a large external grant portfolio.

- A UNC Charlotte team on a multi-university award that retains a significant scope (i.e., not primarily passed through to other institutions).
- Requested by Academic Affairs, Dean/Chair to recruit and/or retain distinguished professors
- Bridge funding between grants if there has been a post-doc and funding is anticipated; in this instance the request would be for 1-year.
- Creating opportunities for promising, top UNC Charlotte PhD students who have demonstrated significant publication, granting or commercialization activity.
- Supporting innovative and compelling approaches to undertaking research that elevate UNC Charlotte's research reputation.

## Application Process

Complete applications will consist of an up to 2 single-spaced page application letter addressing the above criteria, the mentor's *cv*, the postdoctoral candidate's *cv* or list of job duties/hiring criteria, and a brief note of support from the Chair and/or Dean with confirmation of the match. An application letter template may be found at the end of this description. Applications are considered on a rolling basis to provide the most flexibility.

- Materials should be **submitted [here](#)** and include an uploaded **single .pdf** in the following order (named as: LastName\_FirstName.pdf):
  - Application Letter
  - Applicant/Mentor *cv*
  - Optional: PostDoc *cv*
- The note of support from the Chair and/or Dean should be emailed directly to Deborah Thomas ([deborah.thomas@charlotte.edu](mailto:deborah.thomas@charlotte.edu)).

## Selection Process

Applications will be reviewed as received until all placements have been allocated over the next 18 months. Awardees will be selected by the Vice Chancellor for Research and the Associate Vice Chancellor for Research in consultation with the Provost and relevant Dean(s). All applicants will be notified of a decision within three (3) weeks (expedited if recruiting).

## FAQs

### Am I eligible to apply?

The only eligibility criteria is that the applicant (or recipient in the case of recruiting by a Dean/Chair) must hold a tenure-track or tenured faculty position. Other mentioned conditions or criteria are noted as preferential.

### What is the required format of the application?

A single pdf is required that includes a cover letter (maximum 2-page, single spaced), mentor's *cv*, and either the *cv* of your top postdoc candidate or list of job duties/hiring criteria. An application letter template has been provided here; however, there is no required format for either the cover letter or *cv*. It is suggested that your cover letter addresses the preferential criteria for selection:

- Research area aligns with a research hub represented by a Center, Ignite Pilot Center, areas identified in the Top-tier Research Excellence Report, or an emerging research cluster. Faculty

mentor has already been successful in securing competitive, external research funding and is poised to move to an even higher level of success with additional support from a postdoc.

- Envisioned work will lead to a new or greatly expanded funding stream for the faculty member.
- Faculty mentor agrees to be accountable for the new position resulting in increased external funding for their research program, including continued support for the postdoc position beyond the 2-year "startup" period. The faculty mentor agrees (if not already undertaken) to complete the Graduate School Mentoring Training.
- A 25% match from PIFA/Department/College/AA, or other possible sources such as reallocation of money in a grant to achieve the match.

#### **Am I required to pre-select my postdoc candidate to apply?**

No. The UNC Charlotte Postdoctoral Hiring Program aims toward consistency with common postdoc hiring practices at most Universities. Recruitment through researcher networks is common practice. Please see the [post-doc hiring checklist](#) and guidelines on the Graduate School website. Tenure-track and tenured faculty are eligible to apply without having to pre-select a postdoctoral candidate; however, if an application does not include a *cv*, a list of required qualifications should be provided, along with a recruitment strategy. Upon award notification, the PI will be approved to run a job announcement and advertisement in *NinerTalent*.

#### **Is my existing postdoc eligible for funding under the UNC Charlotte Postdoctoral Hiring Program?**

The intent of the UNC Charlotte Postdoctoral Hiring Program is to grow research expenditures and the number of postdocs undertaking research at UNC Charlotte. Thus, an application for a new postdoc represents a stronger application than one requesting continued support for a current employee.

#### **Is the UNC Charlotte Postdoctoral Hiring Program for STEM-only fields?**

Although we are seeking to expand external funding, the UNC Charlotte Postdoctoral Hiring Program is not limited to STEM or exclusively to external funding intensive activities if there is a compelling justification. All must be research-focused (research in all its forms). While we want to make space for innovative research activities, a majority of the approved post-doc will be dedicated to enhancing research productivity and directly increasing annual research expenditures.

#### **Should I consider broadening participation as part of the application?**

Considering broadening participation as part of the application and during recruitment is highly encouraged. NSF and NIH have many initiatives and supplemental funding is often available on funded projects for broadening participation. As you hire a post-doc, this is an opportunity to explore what is unfolding in your discipline and professional organizations. Plans are becoming more commonly required. For example, here are a couple of efforts in computing and computer science: <https://bpcnet.org/> and <https://www.nsf.gov/cise/bpc/>. The [Advance Office](#) at UNC Charlotte can also help when thinking about recruitment opportunities. Please feel free to reach out to them.

#### **How does mentoring and support relate to the post-doc program?**

We ask that all recipients participate in Mentor Training provided by either the Graduate School or Advance. The Graduate School [mentoring resources](#) and [Authorship Project](#) are excellent resources as you on-board and support your post-doc. The Advance Office is also a member of [two national alliances](#). Your post-doc can participate in RiseUpp Activities as part of their training.

**Is this program first come, first serve and so I should try to submit an application fast?**

No. Applications will be evaluated based on their quality and the potential for contributing significantly to expanding research. We do not anticipate awarding all requests in the first few months of the program.

**How and when will I be notified of a decision?**

Awardees will be notified within three (3) weeks.

**Questions?**

Contact Dr. Deborah Thomas ([deborah.thomas@charlotte.edu](mailto:deborah.thomas@charlotte.edu)).

*Please note:*

**The letter should be no more than 2 pages.** It is recommended to keep the underlined section headers within this template.

(Letterhead)

Date

Dear Drs. Daniels and Thomas,

Intro sentences.

**Relevance**

*Describe how your research aligns with a Center, Ignite Center, an Area of Excellence, or hub of research activity with multiple faculty and students.*

**External Funding History**

*Describe your success in securing external funding and your future grant plans.*

**Impact on Research Program**

*Describe how the postdoc will further your research program in productivity and directly lead to increased research expenditures. Include your plan for sustaining a postdoc position to support your research program beyond the Postdoctoral Hiring Program.*

**Postdoc Candidate**

*Describe your candidate's qualifications/fit. If you do not have a candidate selected, describe the skills/qualities needed for your research program and your plan to secure a high-quality postdoc.*

**Postdoc Mentoring**

*Describe how you will mentor the postdoc (e.g., meeting frequency, goal setting and accountability) and how you will support his/her professional needs (e.g., conference travel, space, etc.).*

Closing sentences.

Sincerely,

Name

Position, Department