



New Hire Scholarly Appointment Flow

Updated as of October 29, 2025

Step 1: Approval for exception to the hiring freeze

Since MIT is in a hiring freeze mode, all new paid or partially paid scholarly appointments need to receive approval for exception to the hiring freeze by SoE Dean's Office and MIT Provost Office.

Please work with the relevant ChemE Research Finance Team Members and with your PIs on completing the [hiring freeze exception request form](#) and submitting it to cheme-hr@mit.edu.

Note: It is important that the PI has enough research funds to cover the full salary cost and that there are sufficient funds in their discretionary account in order to pay any required layoff notice period should no other appropriate sponsored program funds exist to support this role. The typical layoff notice period for postdoc associates at MIT is three months.

Step 2: Offer (Postdoc Associates/Fellows focused)

Once approval of the exception to the hiring freeze is received, the offer can be extended to the incoming scholar and the offer letter can be sent to them with a copy to PI and cheme-hr@mit.edu.

Templates of the letters are:

Postdoc associate:

[Download Postdoctoral Associate Offer Letter](#)

Postdoc fellow:

[Download Postdoctoral Fellow Offer Letter](#)

Step 3: Collection of information from scholar

After the offer has been accepted, please initiate the appointment request as a new hire in [ChemE People App](#) and start collecting the relevant information based on the relevant check list in the app. Link: [ChemE People App](#)

If the scholar is international, please attach the English proficiency form:

[Download IScho English Proficiency Form](#)

Step 4: Submission of record in [ChemE People App](#)

As long as you have the CV and scholar's passport information, please submit the new hire record in [ChemE People App](#) so that ChemE HR can start working on the visa sponsorship process as needed. Additional documents can be added to the record as you continue to receive them.