

## [Academic Forms On-line](#) [Request for a Postdoctoral Scholar Appointment or Renewal](#)

The Graduate Studies Postdoctoral Appointment form can be used for appointment and reappointment of Postdoctoral Scholars. The form is overseen by Graduate Studies with Graduate Studies providing Dean's Office level support for most academic units.

**Postdoctoral Scholars Appointment/Action Form**

Postdoctoral Scholar Name:

PI/Supervisor Name:

Department:

Action Request:

Exception to Policy:   
*if applicable*

Attach CV  No file selected. *pdf only - size limited to 2 MB*

Please refer to Academic Personnel Manual (APM) Section 390 & the Postdoctoral Scholar current agreement for criteria and policy regarding academic appointments of Postdoctoral Scholar.

### [Beginning the Process](#)

The initial step in using the form depends on the appointee's current relationship with the appointing department in PPS.

Postdocs currently with an Appointment Home Department code associated with the user should select the Postdoc's name from the drop-down list and click 'Postdoctoral Appointment'.

**Create an Academic Member Specific Form**

[Select Academic \\*](#) [Click Link to Create a New Form](#)

[Sabbatic Leave/Leave of Absence](#)

[Teaching Release/Extension on the Clock](#)

Emeriti faculty can be selected by either using the drop-down menu or by using the [Select Emeriti](#) link to the left of the Emeriti Recall button.

[Emeriti Recall](#)   [Select Emeriti](#)

Postdoctoral Appointments can be satrted by either using the drop-down menu, by using the [Select Postdoc](#) link if the person is in a different department, or by clicking on the [New Postdoc](#) link.

[Postdoctoral Appointment](#)   [Select Postdoc](#)   [New Postdoc](#)

Postdocs currently in PPS but without an Appointment Home Department code associated with the user should click 'Select Postdoc'. A new window will open up where the user can search for the Postdocs' name. Once the name is found click on the name to start the form.

The third option is for appointee's currently not in PPS. Click on 'New Postdoc' to begin the process.

## The Form

The basic form has three attachments. The CV and Appointment Letter are required while either the Justification textbox or the attachment need to be used to describe the action or exceptional circumstances.

Postdoctoral Scholar Name:

PI/Supervisor Name:

Department:

Action Request:

Exception to Policy:

Attach CV  No file selected. pdf only - size limited to 2 MB

Attach Appointment Letter  No file selected. pdf only - size limited to 2 MB

**Action Justification:**  
Briefly identify the program of research, reason for action/request below, or upload ( 500 characters remaining)

Attach Justification  No file selected. pdf only - size limited to 2 MB

The table at the bottom must be used to record funding information and multiple appointment titles (Employee & Paid Direct). Rows can be added and deleted as necessary although the form will ignore blank rows

Qualifying Degree Year:  YYYY

Prior Experience:

Period of Appointment/Action Begin    End    mm/dd/yy

Salary/Stipend Package:  (ex: 45000)

[ Add Row ]

Title	Percent Effort (Time) *	Monthly Dollar Amount *	Funding Source/Agency Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:		<input type="text"/>	<input type="text"/>

\* Please enter numeric values only

If the 'Action Request' is 'Merit/Increase' an additional field is added where the prior year's salary must be entered.

Action Request:

Salary/Stipend Package:

Prior Year Salary/Stipend:  Pct. Increase:

**Percent Monthly**

## Exception to Policy

Exception to Policy: <i>if applicable</i>	Exception - 100%: External Employment ▼
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Exceptions to policy are always reviewed by Graduate Studies. The types of exceptions are:

<u>Exception Type</u>	<u>MOU Required</u>
Exception - 100%: Health	Yes
Exception - 100%: Family Responsibilities	Yes
Exception - 100%: External Employment	Yes
Exception - 5 yr	No
Exception - other	No

All exceptions require an 'Exception Request Explanation' and the 'Memorandum of Understanding' is required for most exceptions as indicated in the table above. For both either the corresponding textbox or the attachment link can be used. Some exception requests may require review and approval by the UAW. In such cases, Graduate Studies will forward the request and supporting documents to Employee and Labor Relations to seek an approval. This review may add to the approval timing.

<p><b>Exception Request Explanation</b></p> <p>Please explain why a request for an exception is being made below, or upload ( 500 characters remaining)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Attach Exception <input type="button" value="Browse..."/> No file selected. <i>pdf only - size limited to 2 MB</i></p> <p><b>Memorandum of Understanding</b></p> <p>The postdoctoral scholar and the principal investigator must provide this MOU defining the responsibilities of the less than 100% time appointment. This should include the expected hours of work (per week) and concomitant responsibilities. This MOU will serve as the basis for annual reviews.</p> <p>Please either provide the MOU below, or upload. ( 500 characters remaining)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Attach MOU <input type="button" value="Browse..."/> No file selected. <i>pdf only - size limited to 2 MB</i></p>
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