## 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.

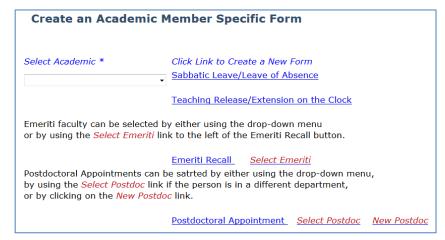
Postdoctoral Scholars Appointment/Action Form					
Postdoctoral Scholar Name:	TEST, POSTDOC ONE				
PI/Supervisor Name:					
Department:	▼				
Action Request:	<b>—</b>				
Exception to Policy: <i>if applicable</i>	•				
Attach CV Browse No	file selected. pdf only - size limited to 2 MB				

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'.



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: if applicable	<b>.</b>	
Attach CV Browse_ No fil	e selected. pdf only - size limited to 2 MB	
Attach Appointment Letter	Browse_ 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 ( $\boxed{500}$	characters remaining)
Attach Justification Brows	e No file selected.	

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

Prior Experience:			•		
Period of Appointment	Action	Begin		End mm/a	ld/yy
Salary/Stipend Package:	0	(e)	x: 45000)		
				ر Add Ro	<u>N</u> 1
		Percent	Manthle		
Title		Effort (Time) *	Monthly Dollar Amount *	Funding Source/Agency Name	
Title	•	Effort (Time) *	Dollar	Funding Source/Agency Name	9
Title	-	Effort (Time) *	Dollar	Funding Source/Agency Name	) <b>o</b>
Title		Effort (Time) *	Dollar	Funding Source/Agency Name	) © ] © ] ©

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

Action Request:	Merit/Increase -
Salary/Stipend Package: Prior Year Salary/Stipend:	0 Pct. Increase:
	Percent Monthly

## Exception to Policy

Exception - 100%: External Employment	-
	Exception - 100%: External Employment

Exceptions to policy are always reviewed by Graduate Studies. The types of exceptions are:

	MOU
Exception Type	<u>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

