

## **ARTICLE 2 APPOINTMENTS**

### **A. APPOINTMENT CRITERIA**

Postdoctoral Scholar appointments are intended to provide a full-time program of advanced academic preparation and research training.

1. Appointment as a Postdoctoral Scholar requires a doctoral degree (e.g., Ph.D., M.D.) or the foreign equivalent.
2. Individuals pursuing clinical fellowships and residencies in the health sciences are excluded from appointment to these titles.

### **B. TERMS OF SERVICE**

1. Postdoctoral Scholar appointments are temporary and have fixed end dates. Appointments are normally one year's duration.
2. The initial appointment of a Postdoctoral Scholar at the University shall be for a minimum of one year.
3. With the concurrence of the Postdoctoral Scholar, reappointment may be for less than a year under circumstances that include:
  - a. Fellowship funding is for less than a full year. For example, 18 months, so reappointment is for 1 year + additional 6 months.
  - b. Lack of full-year funding. For example, a PI may be waiting for renewal but without confirmation of award, department is advised to only appoint for the period they have funding.
  - c. Continuation of the project is less than 1 year.
  - d. Visa limitations.
4. At the request of the Postdoctoral Scholar, the University may agree to bridge the Postdoctoral Scholar's appointment. For example, the Postdoctoral Scholar may request an appointment for a short duration to carry her/him over from the Postdoctoral Scholar appointment to another anticipated appointment, or training grant.
5. It is within the University's sole discretion to appoint, reappoint or not reappoint a Postdoctoral Scholar.
6. The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. Under unusual circumstances the University may grant an exception to this limit, not to exceed a sixth year.

### **C. NOTICE OF APPOINTMENT/REAPPOINTMENT**

This section applies to Postdoctoral Scholars to whom the University has made a written offer of employment, who have accepted such offer in writing, who have satisfied work eligibility requirements for U.S. citizens and non-citizens, who have complied with all timelines – including work authorization processing requirements – stipulated in that letter, and for whom funding remains available.

1. As soon as practicable, but no later than seven (7) calendar days following the start of the appointment, or thirty (30) calendar days prior to the start of a reappointment, the University shall provide a Postdoctoral Scholar a written notice of appointment/reappointment. The appointment notice shall include:
  - a. job title;

- b. beginning and end dates of the appointment;
  - c. appointment percentage;
  - d. supervisor's name;
  - e. department or academic/research unit;
  - f. anticipated place of employment (location of worksite – e.g., main campus, remote location, medical center)
  - g. a brief description of the anticipated research project(s);
  - h. funding information available to the University at the time of appointment including: salary/stipend amount; supplemental compensation information, if any; and funding source(s);
  - i. a summary of benefits;
  - j. a statement that the Postdoctoral Scholar is exclusively represented by the UAW, and the website address for the Union and the Agreement;
  - k. a statement that the University maintains individual personnel files and that the Postdoctoral Scholar may access her/his file in accordance with the provisions of Article 18--Personnel Files;
  - l. name of a person to contact for information regarding the appointment (with contact information); and
  - m. a statement that the University may require the use of personal time off prior to the end of the Postdoctoral Scholar - Employee's appointment period.
2. Campuses may provide additional information in appointment/reappointment letters (e.g., whether the appointment is renewable, and the conditions for such renewal).