
3074: MERIT, PROMOTION, APPRAISAL REVIEW

A Postdoctoral Scholar may be reappointed up to a maximum of five years total. Reappointments are usually made for one year at a time, but may be for up to three years, or may be for less than a year under circumstances that include:

- Lack of full-year funding. For example, a PI may be waiting for renewal, but without confirmation of award, is advised to only appoint for the period he or she has funding.
- Continuation of the project is less than 1 year.
- Visa limitations.

PROCESS

Should a PI wish to reappoint a particular Postdoctoral Scholar, within the five-year limit, the PI, in conjunction with the School staff, will prepare an appointment request file, which will include:

- Completed **Postdoctoral Scholar Appointment Form**
- **Postdoctoral Scholar Annual Review Summary**
- Confirmation of available funding

The request file shall be forwarded to the appropriate Dean for approval of the reappointment. The completed file shall be forwarded to APO as Office of Record for personnel actions. Notice of reappointment must be provided to the Postdoctoral Scholar no less than 30 calendar days prior to the start of the appointment.