

---

### **3074: MERIT, PROMOTION, APPRAISAL REVIEW**

---

A Postdoctoral Scholar may be reappointed up to a maximum of five years total. The first reappointment shall be for a minimum of two years; it may be for less than two years only under circumstances that include:

- Lack of two years of 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 two years.
- Work Authorization limitations.
- Exhausted eligibility as a Postdoctoral Scholar.
- Change in PI.

The University is only obligated to grant one two-year appointment (unless the above applies). For example, if an initial appointment was for two years, any subsequent reappointment need not necessarily be for two years.

Subsequent reappointments should be for at least one year; they may be for less than one year only under circumstances that include:

- Lack of a full year of funding.
- Continuation of the project is less than one year.
- Work Authorization limitations.
- Exhausted eligibility as a Postdoctoral Scholar.

#### **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.