

ARTICLE 2 APPOINTMENTS

A. GENERAL PROVISIONS

1. Appointment Criteria

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

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

2. It is within the University's sole discretion to appoint, reappoint or not reappoint a Postdoctoral Scholar and to determine the duration of such appointments.

3. 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.

B. TERMS OF SERVICE

1. Postdoctoral Scholar appointments are temporary and have fixed end dates. Nothing shall preclude the University from appointing or reappointing Postdoctoral Scholars for durations longer than the minima required in this Article.

2. Postdoctoral Scholar – Employee (Title code 3252)

a. The initial appointment of a Postdoctoral Scholar at the University shall be for a minimum of one (1) year. However, an initial appointment may be for less than a year when the University appoints a Postdoctoral Scholar in the Interim Postdoctoral Scholar-employee title as defined in Article 25, Titles and Classifications, Section B.5.

b. The first reappointment of a Postdoctoral Scholar from any title into the title Postdoctoral Scholar–Employee shall be for a minimum of two (2) years; however, reappointment may be for less than two years under the following circumstances:

- 1) Less than two (2) years of programmatic work
- 2) Less than two (2) years of funding
- 3) Exhausted eligibility as a Postdoctoral Scholar as referenced in section A.3
- 4) Work authorization limitations
- 5) Change in PI

- c. Subsequent reappointment may be for less than one (1) year if the following circumstances occur:
 - 1) Less than one (1) year of programmatic work
 - 2) Less than one (1) year of funding
 - 3) Exhausted eligibility as a Postdoctoral Scholar as referenced in Section A. 3.
 - 4) Work authorization limitations
- 3. Postdoctoral Scholar–Fellow (Title code 3253) and Postdoctoral Scholar–Paid Direct (Title code 3254)
 - a. Appointments and reappointments into the title(s) Postdoctoral Scholar–Fellow and/or Postdoctoral Scholar–Paid Direct shall be for a minimum duration equal to the duration of the fellowship or extramural funding.
 - b. The University may supplement Postdoctoral Scholar–Fellows and Postdoctoral Scholar–Paid Directs. If the University provides a supplement to meet the experience scale minimum or to provide an additional supplement above the minimum, the appointment shall be treated in accordance with paragraph 3.a. above.
- 4. Interim Postdoctoral Scholar – Employee (Title code 3256)

When the University appoints a Postdoctoral Scholar in the Interim Postdoctoral Scholar-Employee title as defined in Article 26, Titles and Classifications, Section B.5., the appointment shall be for less than one (1) year. Should an Interim Postdoctoral Scholar-Employee (TC 3256) be appointed as a Postdoctoral Scholar - Employee (TC 3252) at the conclusion of the interim appointment, their hire date shall remain the original date of appointment into the interim title.

C. SPECIAL APPOINTMENT PROVISIONS

- 1. 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 them over from the Postdoctoral Scholar appointment to another anticipated appointment, or training grant.
- 2. The University is only obligated to one (1) two-year appointment unless the circumstances listed in Section B.2.b. apply. For example, a Postdoctoral Scholar whose initial appointment was for two (2) years and subsequently reappointed shall not be automatically entitled to a two (2) year reappointment.

D. 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 including eligibility for participation in the Postdoctoral Scholars Benefits Plan (PSBP) and the requisite enrollment information;
 - 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 their 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
2. Campuses may provide additional information in appointment/reappointment letters (e.g., whether the appointment is renewable, and the conditions for such renewal).
3. A sample appointment letter is appended to this Agreement as Appendix G.