

# Postdoctoral Scholars Processing Check List

## New Appointments

Submit the following to APSU:

- CNAS Postdoctoral Scholar Appointment Request form (need to put new version on web)
  - Must be for 1 year at 100%
  - Department is responsible for verifying receipt of degree and availability of funding
  - Verify previous experience (important as this affects the pay rate as well as the 5-year limit). Use new salary scale which is based on amount of experience.
  - Required signatures: PI and Chair
- Complete UC Bio, signed (one per year)
- Funding documentation if Paid Direct or Fellow
- After appointment has been approved, provide letter along with the UAW Deduction Authorization form to postdoc no later than 7 calendar days following start of appointment. Send APSU and Grad Division a copy of the signed letter only.

Note: Previous service is counted to establish the 5-year end date as well as *initial* starting wage only.

## Reappointments

Submit the following to APSU:

- Reappointment letter (provide to postdoc 30 calendar days prior to the start of the reappointment)
  - Salary increase occurs at time of reappointment (if done annually) and is valid for the entire 12 month period
  - If reappointment is less than one year, be sure the letter states the reason (funding available for less than a full year, continuation of project is less than a full year, visa limitations or a bridge appointment of less than one year at the request of the postdoc)
- Copy of completed Performance Appraisal (form found on Grad Division website)