

## **ARTICLE 4 – APPOINTMENTS AND REAPPOINTMENTS**

### **Section 4.1. Terms of Service.**

- A. Postdoctoral Scholar appointments are full-time and limited term, with fixed start and end dates. Nothing shall preclude the University from appointing or reappointing Postdoctoral Scholars for durations longer than the minimums required in this Article.
- B. The initial appointment of a Postdoctoral Scholar (21641) or Postdoctoral Scholar Fellow (21642) at the University shall be for a minimum of one (1) year. Length of appointment into the Interim Postdoctoral Scholar (21643) classification is described in Article 25: Titles and Classifications.
- C. Reappointment of a Postdoctoral Scholar shall be for a minimum of one (1) year, except that a reappointment may be for a lesser duration if any of the following apply:
  - a. there is insufficient funding for a full year,
  - b. the continuation of the project is less than one (1) year,
  - c. visa limitations, or
  - d. eligibility within the Postdoctoral Scholar title has been exhausted.

### **Section 4.2. Notice of Appointment/Reappointment.**

- A. As soon as practicable, but no later than seven (7) calendar days after the start of the initial appointment, the University shall provide a Postdoctoral Scholar a written notice of appointment, as described below.
- B. As soon as practicable, but no less than thirty (30) calendar days prior to the start of a reappointment, the University shall provide a Postdoctoral Scholar a written notice of reappointment, as described below.
- C. The appointment/reappointment notice shall include:
  - a. job title;
  - b. beginning and end dates of the appointment;
  - c. immediate supervisor's name(s);
  - d. academic appointing unit, and hiring unit if different;
  - e. anticipated place of employment (location of worksite – e.g., main campus, remote location, medical center);
  - f. a brief description of the anticipated research project(s);
  - g. funding information available to the University at the time of appointment including: salary/stipend amount;
  - h. a summary of applicable benefits;
  - i. information about the need to develop an Individual Development Plan (IDP)
  - j. Any applicable support for travel
  - k. anticipated training requirements
  - l. a statement that the Postdoctoral Scholar is exclusively represented by the UAW, and the website address for the Union and the Agreement;

- m. 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;
  - n. name of a person to contact for information regarding the appointment (with contact information);
  - o. the link to the International Scholars Office (ISO)
- D. The University may provide additional information in appointment/reappointment letters (e.g., whether the appointment is renewable, and the conditions for such renewal).