

Petition for Exception to Policy Postdoctoral Scholars

Please provide all needed information at least **14 working days** prior to the begin date of the appointment. This petition must be filed with the Office of Graduate Studies and Approved by the Dean prior to the beginning of the appointment. Ensuring that all documentation and information are included will hasten processing this request.

Postdoctoral Scholar Name

PI/Supervisor Name

Exception

Employee ID

Not required for initial appointment

Date

Initial Appointment Less than One Year

Less than 100% Appointment

Health

Family Responsibilities

External Employment

Five-Year Limit

Exception - other

Proposed Appointment

Begin:

End:

Percentage of Time:

Please Explain: use additional sheets as needed

Memorandum of Understanding

The postdoctoral scholar and the principal investigator must provide this MOU defining the responsibilities of the less than 100% time appointment. This should include the expected hours of work (per week) and concomitant responsibilities. This MOU will serve as the basis for annual reviews. (use additional sheets as needed)

The undersigned acknowledge that the above information is correct and true; that the postdoctoral scholar initiated the exception and the PI/mentor has agreed.

Postdoctoral Scholar: _____

PI/Mentor: _____

Departmental Contact Information

Department/Unit

Staff Contact

Staff Contact Phone

Staff Contact E-Mail

GRADUATE STUDIES USE ONLY

Approved

Denied

Dean of Graduate Studies Signature: _____