

# POSTDOCTORAL SCHOLARS APPOINTMENT/MODIFICATION/REAPPOINTMENT PROCESS

(Revised March 2023)

## **SUBMISSION PROCESS:**

Postdoctoral Scholar appointment requests shall be submitted to the Academic Personnel Office in a timely manner. All requests will be reviewed and approved by the Associate Vice Chancellor for Academic Personnel. The Hiring Department will receive an electronic notice of approval with an attached copy of the signed request form.

## **REQUIRED DOCUMENTATION:**

FORMS AND SUPPORTING DOCUMENTS	INITIAL (NEW) APPOINTMENT	MODIFICATION	REAPPOINTMENT	SALARY INCREASE
Postdoctoral Scholars Appointment Form	X	X	X	
UCSB Biography for Academic Personnel	X			
Curriculum Vitae	X			
Ph.D. – Copy of diploma or conferment letter  (For recent graduates only)	X			
Extramural Award Letter and Guidelines  Fellows and Paid Directs only	X	X	X	X
Annual Evaluation Form – Every 12 months from the initial date of appointment			X	X
Mid-Appointment Salary Increase Form				X
Written request from the postdoctoral scholar: a) To reduce appointment less than 100% time b) For short-term extension to bridge the current postdoc appointment to a subsequent appointment	X	X	X	
Employment Offer Letter – for reduced appointment due to concurrent employment at UC or external to the University		X		