Post-Doctoral Position

Definition according to Policy 3364-25-62 Appointment and Classification E.5

Post-Doctoral - Are individuals who completed a Ph.D., MD or comparable degree and whose goal is to acquire additional training and experience in order to enter a career in academia and/or research. These are temporary appointments and work under the supervision of a faculty mentor who is responsible for the fiscal and intellectual activities. Appointments shall not exceed six years after receipt of a Ph.D., MD or comparable degree.

You will need the following items to obtain approval:

* Position Description Form
* Funding Source = Index #
* Annual Salary
* Time Period = Start date/End date
* Search Committee Members

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\*\*\* Will need provost approval - send email and information to Dean Plenefisch, and copy the department chair and necessary staff. Be sure to attach position description form.

Email Language for Position Approval

Dean Plenefisch –

I am requesting a post-doctoral position to support my research with a start date of through and an annual salary of $ .  This position will be fully grant-funded from index with work responsibilities as detailed in the position description (see attached).   
  
To support this effort, I am requesting approval from you and Provost Dr. Karen Bjorkman for the creation of a post-doctoral position in the Department of under the direction of .  
  
I understand that this position will need to be posted and I will work with my department and HR to start that process.  We would like to get this position finalized as soon as possible to facilitate the research efforts.   Should you need further information, please let me know.  
  
Thank you for your consideration.