

TTA  
4/22/20

ARTICLE \_\_\_\_\_  
APPOINTMENTS

Section 1. It is within the University's sole discretion to appoint, reappoint or not reappoint Postdoctoral Research Scientists/Scholars, Postdoctoral Research Fellows, and Associate Research Scientists/Scholars and to determine the duration of such appointments.

Section 2. Appointments and reappointments are for one (1) year, unless the University determines that circumstances require otherwise.

Section 3. The appointed positions covered by this Agreement are:

- A. *Associate research scientists/scholars*, as defined in the current Faculty Handbook, may be appointed for a term up to twelve (12) months, which is renewable. A longer period of appointment may be offered by the University. If an associate research scientist/scholar is not to be renewed, the University will provide notice of non-renewal three (3) months prior to the end of the appointment term, where possible.
- B. *Postdoctoral research scientists/scholars*, as defined in the current Faculty Handbook, may be appointed for a term of up to twelve (12) months, which is renewable for up to a total period of service in any postdoctoral rank of three years. Further extensions of an appointment in this rank require the prior permission of the Provost. Extensions may be granted on an annual basis up to a maximum of two additional years in any postdoctoral rank. The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. If a postdoctoral research scientist/scholar is not to be renewed, the University will provide notice of non-renewal three (3) months prior to the end of the appointment term, where possible.
- C. *Postdoctoral research fellows*, as defined in the current Faculty Handbook, may be appointed for a term up to twelve (12) months, which is renewable for up to a total period of service in any postdoctoral rank of three (3) years. Further extensions of an appointment in this rank require the prior permission of the Provost. Extensions are granted on an annual basis up to a maximum of two (2) additional years in any postdoctoral rank. In contrast to postdoctoral research scientists and scholars, who are paid a salary, these officers usually receive fellowship stipends.

Section 4. The University will provide employees with a letter of appointment. The University shall make reasonable efforts to provide an initial letter of appointment at least sixty (60) days in advance of ~~but no later than~~ the start date of the appointment. ~~On~~All letters of appointment or reappointment, the letter shall be provided no later than the start date of the appointment.

Section 5. The University will provide employees with a letter of appointment. An appointment letter shall include:

- A. appointment title
- B. beginning and end dates of the appointment, and statement that position is renewable
- C. salary and/or stipend
- D. name of the anticipated supervisor
- E. department of academic/research unit
- F. contact information for departmental administrator
- G. anticipated work location

- H. brief summary of anticipated responsibilities
- I. notice that the appointment is covered by the agreement, [with URL for the agreement](#)
- J. [URL for description of benefits](#).

Section 7. The University will make best efforts that all administrative paperwork for appointments and reappointments is completed on time such that employees do not experience delayed paychecks or benefits coverage.