

**INSTRUCTIONS:** Please submit this completed form as part of the Workday hire or reappointment packet. Contact [acadpers@uw.edu](mailto:acadpers@uw.edu) with any questions.

**Postdoctoral Scholars Definition:** Individuals who have received a doctoral degree (PhD or equivalent); are appointed for a temporary and defined period not to exceed five (5) years, including postdoctoral experience at other institutions (with exceptions for extraordinary circumstances related to family leave or illness, as determined by the Office of Academic Personnel); are engaged in full-time mentored advanced training to enhance professional skills and research independence; and perform primarily research and scholarship under the direction and supervision of UW faculty mentors.

The University shall grant exceptions to the degree conferral requirements where individuals present documentation otherwise confirming completion of degree requirements. If an exception is granted, the individual will be appointed into a postdoctoral scholar title on a conditional basis, until degree conferral documentation is received. A postdoctoral scholar – conditional title (and any associated appointment(s)) may not be held for longer than 12 months.

**Section A: Postdoctoral Scholar Information**

Last Name		First Name		EID	
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**Section B: Union Determination**

Select **YES** if any of the following apply to the above postdoctoral scholar:

YES NO

- ☐ ☐ Privileged as an attending physician within the context of University responsibilities
- ☐ ☐ Enrolled in a clinical residency or fellowship program in the health sciences
- ☐ ☐ Engaged in research related to clinical training program
- ☐ ☐ Employed and paid directly by: Howard Hughes Medical Institute (HHMI), the Veterans Administration (VA), Fred Hutchinson Cancer Research Center (FHCRC), or the U.S. Military.

If you checked **YES** next to **any** of these items, then it appears that this individual **does not meet the definition of a UW postdoctoral scholar** and should be in a different title. Please **STOP** filling out this form and skip to Section F.

If you checked **NO** to **ALL** of these items, continue to Section C.

**Section C: Appointment Decisions**

**If you have any questions about this section, contact your dean's/chancellor's office.**

YES NO

- C1. ☐ ☐ Is a paid direct relationship (PDR) by a non-UW entity being considered? (Note: does **NOT** include HHMI, VA, FHCRC, or the U.S. Military). If **NO**, skip to Section D; If **YES**, continue.
- C2. ☐ ☐ Will the non-UW entity/funding source allow for the funding to be paid **through UW** and for UW to be the employer instead?  
Departments should work with their dean's/chancellor's offices. Staff from dean's/chancellor's offices will work with the Office of Research and/or Office of Research and Graduate Education (SoM) to set up award/subaward, if appropriate. (If **YES**, skip to Section D; if **NO**, **COMPLETE Section H** for PDR postdoctoral scholar appointments at the end of this data sheet)

Section D: Appointment Information				
Academic Appointing Unit				
Hiring Unit (if different from above)				
School/College/Campus				
Associated Job Profile (Workday) (Select only one):				
<input type="checkbox"/> Postdoctoral Scholar		<input type="checkbox"/> Postdoctoral Scholar Conditional		
<input type="checkbox"/> Postdoctoral Scholar-Fellow		<input type="checkbox"/> Postdoctoral Scholar-Fellow Conditional		
<input type="checkbox"/> Interim Postdoctoral Scholar		<input type="checkbox"/> Postdoctoral Scholar Paid Direct ( <b>Complete section H if you select this profile</b> )		
Start Date for UW Postdoctoral Appointment/Reappointment (mm/yr):			End Date (mm/yr)*	
*Postdoctoral Scholars who have not yet had their degrees conferred (Postdoctoral Scholar (-Fellow) Conditional) are limited to an appointment term of no more than 12 months. Such appointments will terminate unless the degree conferral requirement is satisfied, making the appointment no longer conditional.				
Section E: Degree Information				
Has degree been conferred?		<input type="checkbox"/> Yes		<input type="checkbox"/> No
If <b>Yes</b> , provide the degree type and conferral date (month/year) (e.g., PhD, May 2017) and attach evidence of degree conferral if doctoral degree (PhD or equivalent) is granted within one (1) year prior to appointment start date.				
Degree Type		Conferral Date		
If <b>NO</b> , date of expected degree conferral?				
<b>Please attach evidence that the degree will be conferred in the next 12 months.</b> (Official signed letter sent directly from the Registrar's Office, graduate college or other appropriate administrative unit.)				
Section F: Postdoctoral Scholar Experience				
Does the postdoctoral scholar have previous postdoctoral scholar experience?		<input type="checkbox"/> Yes		<input type="checkbox"/> No
If <b>Yes</b> , list all previous postdoctoral experience, including experience at the University of Washington in the box below. Include institution/employer name, job title, and start and end dates (Month/year). Total months is calculated as any whole month of time spent as a postdoctoral scholar. Partial months will not count towards the five (5) years of postdoctoral scholar experience. If <b>No</b> , skip to Section G. (See definition above for postdoctoral experience parameters. Titles in these experiences will vary across institutions.)				
Section F: Postdoctoral Scholar Experience (continued)				
Institution/Employer Name	Job Title	Start Date	End Date	Total Months
Grand Total of Months				
If you require additional space, please attach a separate sheet				

<b>Section G: Certification FOR ADMIN USE ONLY</b>		
By uploading this document into Workday, I certify that all information provided in this datasheet is true and correct to the best of my knowledge:		
Name of department/administrative representative completing this form	Title	Date

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**Section H: Postdoctoral scholar paid direct (PDR) ONLY****Funding and Appointment Decisions**

If you are considering a new appointment for a Postdoctoral Scholar Paid Direct (PDR), please complete the following section.

YES NO Does the non-UW entity/funding source meet **100% of the salary/stipend amount** required by the postdoctoral scholar contract for the duration of the proposed appointment period? **Note:** No additional salary or stipends can be provided by UW to meet the required contract minimum or to cover any UW FTE (i.e., no partial UW/PDR payments are permissible) for the duration of the appointment or for any subsequent reappointments. (If **YES**, continue; if **NO**, there is no mechanism for a UW postdoctoral scholar appointment).

H1.

YES NO **Supplemental stipend assessment (to help defray healthcare expenses)**  
Does the non-UW/funding source provide a salary or stipend greater than \$65,508 per year? (If **YES**, skip to the end of this section; if **NO**, continue).

H2.

YES NO Is the postdoctoral scholar paid direct's UW mentor/appointing unit committed to paying a \$500/month stipend for the duration of the appointment period to help defray costs of supplemental healthcare?  
(If **YES**, continue; if **NO**, there is no mechanism for a UW postdoctoral scholar appointment).

H3.

If you selected **YES to H1 and YES to either H2 or H3**, this person may be appointed as a UW postdoctoral scholar who is paid 100% directly (PDR) by a non-UW entity/funding source. The Workday job profile should be **postdoctoral scholar paid direct**.

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