

In accordance with the definition of a Postdoctoral scholar, exceptions to the limit of five years of postdoctoral experience may be granted under extraordinary circumstances. To request an exception under this provision, complete this form in its entirety.

INSTRUCTIONS

Step 1- complete the form

- The unit administrator should complete this form in its entirety and attach required documentations.

Step 2- Submit to Academic Personnel & Faculty Affairs (APFA) at acadpers@uw.edu for review

- Upon approval, APFA will send back the approved form.

Step 3- Upload visa request (if applicable)

- The approved form must be uploaded with the visa request.

Step 4- Upload the approved exception form and other required documents to Workday

TYPE OF EXCEPTION

Family care or personal illness

Project completion

Other: Please explain _____

REQUIRED DOCUMENTATION (please attach)

- Proposed reappointment letter with job description/duties
- Postdoctoral scholar Data Sheet
- Updated CV

Employee Name		EID	
Academic Appointing Unit			
School/College/Campus			
Current Postdoctoral Scholar Title			
Current Appointment End Date			
Total number of months as a postdoctoral scholar (Combined at UW and other institutions)			
Proposed (new) Appointment End Date			
Based on current information, do you anticipate full funding for the reappointment of this postdoctoral scholar for the duration of the proposed extension? Yes No			
Briefly explain below why you are seeking this exception. Do not disclose specific medical information.			

Preparer's Name Preparer's Title Date

Email		Phone Number	
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Dean's Office Approval (required)

Reviewed by: _____ Date: _____	
Submission Instructions: Email forms to APFA at acadpers@uw.edu for processing. Forms will be returned to the email above unless noted otherwise. Incomplete submissions will be returned without review.	
ADMIN USE ONLY Approved Denied	Reviewed by: _____ Date: _____