



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](mailto: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. <b>Do not disclose specific medical information.</b>		

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](mailto: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: \_\_\_\_\_