

**Postdoctoral Scholars
Petition for Exception to Policy for less than 100% Appointment**

Postdoctoral scholars who are requesting to work less than 100% time must complete this form. Please provide all needed information at least **14 working days** prior to the begin date of the appointment. This petition must be filed with the Office of Graduate Studies and approved by the Associate Dean for Programs prior to the beginning of the appointment. Ensuring that all documentation and information are included will hasten turnaround time of this request.

Please type or print clearly

Postdoctoral Scholar:	SSN or ID #:
PI/Mentor Name:	Department:

Proposed Appointment:

Start Date:	End Date:	Percent time:
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Reason for less than 100% Appointment:

- | |
|---|
| <input type="checkbox"/> Health
<input type="checkbox"/> Family Responsibilities
<input type="checkbox"/> External Employment |
|---|

Please Explain: (use additional sheets as needed)

Memorandum of Understanding:

The postdoctoral scholar and the principal investigator must provide this memorandum defining the responsibilities of the less than 100% time appointment. This should include the expected hours of work (per week) and concomitant responsibilities. This memorandum will serve as the basis for annual reviews and consideration for merit increases. (Use additional sheets as needed).

The undersigned acknowledge that the above information is correct and true; that the postdoctoral scholar initiated the proposal to work at a less than 100% time appointment; and, the PI/mentor has agreed to the less than 100% time appointment.

Postdoctoral Scholar

PI/Mentor

Date: _____

Date: _____

Please submit the completed petition, with any supporting documentation to:

Associate Deans for Programs
Office of Graduate Studies
250 Mrak Hall