

# Request for Extension of Employment of a Postdoctoral Scholar

In accordance with the [Postdoctoral Policies and Procedures](#), the maximum total term of appointments for postdoctoral scholars is five years (or six years if prior postdoc appointment at another institution). This maximum term includes cumulative postdoctoral research experience. Extensions may be granted in extraordinary circumstances (e.g. family leave, illness) if approved by the mentor, Chair, Dean and Dean of the Graduate School. If a Postdoctoral Appointee has spent part of the training period at another institution or in another field, then the total time of training should not exceed 6 years, except in extraordinary circumstances.

The Office for Postdoctoral Scholars will track the appointment terms of postdoctoral scholars based on the date of hire at the University of Notre Dame. When a request for extension of a postdoctoral scholar for a 5th (6th) year is received, the Office for Postdoctoral Scholars will contact the faculty mentor/PI, and the department administrator to remind them of the term limit. The Postdoc Office will also provide information about job titles which might be potential promotion options at the University of Notre Dame should the department wish to continue to employ the postdoctoral scholar beyond the 5th (6th) year.

To request an extension past the maximum total term of appointment, a department may submit the following documentation to justify that the nature of employment continues to be training-related and that an extension is beneficial to the postdoctoral scholar, the faculty mentor (principal investigator/supervisor), and the University. The documentation includes the Request for Extension of Employment of a Postdoctoral Scholar and attachments (see below). If the extension is approved, the maximum duration of the extension is no longer than 12 months. Prior to submission of this form, it is expected that the faculty mentor and the postdoctoral scholar will have met to discuss training- and career-related goals. The faculty mentor and the postdoctoral scholar also are encouraged to complete an individual development plan ([IDP](#)), though it is not required as part of an extension request.

Required attachments to form must include:

1. Updated CV from Postdoctoral Scholar
2. Statement, no more than one page, which addresses:
  - a. Reason for Request: Provide justification as to why an extension is necessary (e.g., extraordinary circumstances, change in field, short-term employment prior to start of subsequent position, etc.).
  - b. Training-related Goals: The faculty mentor and postdoctoral scholar must agree on training-related goals for the extension period. Detail new skills, techniques, and/or abilities to be acquired during the extension period, which will lead to professional independence. Such goals should be specific, with measurable accomplishments.
  - c. Career-related Milestones: The faculty mentor and postdoctoral scholar must agree on career-related milestones for the extension period. Detail plans for defining a career path that will progress the postdoctoral scholar to the next stage of his/her research-related career, whether in higher education, industry or other field. Such plans might include submission of journal publications, proposal development, teaching-related experience, and/or other professional development activities.

The Request for Extension form must be used to request an extension of a postdoctoral appointment. Upon completion of the form, it should be submitted by the appropriate dean (or designee) to the Office for Postdoctoral Scholars, 502 Main Building - [postdoc@nd.edu](mailto:postdoc@nd.edu).

**Requests should be submitted, no later than, 60 days prior to the expiration of the current appointment.**

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Name of Postdoctoral Scholar

Name of Faculty Mentor/PI

Department/Unit

Name of Department  
Administrative Assistant

Dean's Office Contact Name

Start Date of Extension

End Date of Extension

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The undersigned certify that they have met to discuss training- and career-related goals and in agreement, at this point in time, on a plan to achieve such goals, while recognizing that such goals may change during the extension period.

Postdoctoral Scholar Signature

Date

Faculty Mentor (PI/Supervisor) Signature

Date

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The undersigned approve this request for submission to the Office for Vice President and Associate Provost, Dean of the Graduate School

Department/Unit Head (or designee) Name

Department/Unit Head (or designee) Signature

Date

Dean (or designee) Name

Dean (or designee) Signature

Date

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**For use by the Office for Vice President and Associate Provost, Dean of the Graduate School**

Status

Reason(s) for Denial

Approved

Denied

Vice President and Associate Provost, Dean of the Graduate School  
Signature

Date