

## Post-Doctoral Appointment Cover Sheet

The following documents are to be included in the enclosed Postdoctoral Appointment Packet and delivered to:

Patricia Bond, Assistant Dean  
The Graduate School  
202A Ezra Gillis Building, 0033  
Phone Number: 257-4905  
Fax Number: 323-1928  
E-mail: pat.bond@uky.edu

1. Completed Notice of Appointment Form
  - a. Name, UK ID or Human Resources ID
  - b. Educational/Research Unit, Major Code
  - c. Scholar or Fellow
  - d. Appointments end on June 30-- Reappointments for continuing postdocs must be submitted for each fiscal year beginning July 1.
  - e. Initial Appointment or Reappointment
  - f. Base Salary (**annual**)
  - g. Sponsoring Professor's name
  - h. Signatures (*all* must be originals, no stamps please)
  
2. Enrollment Form - All information necessary, including:
  - a. Birth date
  - b. Visa Type
  - c. Country of Origin
  - d. Addresses: Permanent, Local, Mailing, and E-mail
  
3. Curriculum Vitae --- Updated to include Ph.D. award date (month and year degree was awarded if within current academic year)
  
4. PAR and any necessary attachments - **Please note the following:**
  - a. Hours 173.33, FTE 1.000 for scholars, 0 for fellows
  - b. Earning code 1080 for scholars, 1060 for fellows
  - c. Beginning dates, salary and name on PAR must correspond with Notice of Appointment Form

Prepared By: \_\_\_\_\_

Address for return of departmental copies \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_



# Post-Doctoral Enrollment Form

**ALL INFORMATION IS NECESSARY FOR COMPLETION OF POSTDOCTORAL APPOINTMENT**

UK or HR ID: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
(Last) (First) (Middle)

Program Name (Departmental Affiliation): \_\_\_\_\_

### CITIZENSHIP:

U.S. Citizen/Permanent Resident \_\_\_\_\_ Non U.S. Citizen/ Non-Resident Alien \_\_\_\_\_  
Permanent Resident number \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
Visa Type \_\_\_\_\_

### ETHNIC BACKGROUND/RACE (optional)

Hispanic or Latino? Yes No Not Specified

- Black or African American
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- White

Local / Current Address: \_\_\_\_\_  
Street Apt. City State Zip

Mailing Address (if different from above): \_\_\_\_\_

Permanent/Home Address (if different from above) \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Country, State or Territory and County of Legal Residence at time of first admission or appointment to the University of Kentucky \_\_\_\_\_ Date: \_\_\_\_\_



UNIVERSITY OF KENTUCKY

**NOTICE OF APPOINTMENT**

**POSTDOCTORAL SCHOLAR OR FELLOW**

NAME \_\_\_\_\_ UK ID OR HR ID \_\_\_\_\_

EDUCATIONAL OR RESEARCH UNIT \_\_\_\_\_ MAJOR/PROGRAM CODE \_\_\_\_\_

Years of Previous Postdoctoral Experience \_\_\_\_\_  
Choose One (DEFINITIONS BELOW):

POSTDOCTORAL SCHOLAR

POSTDOCTORAL FELLOW

\*APPOINTMENT DATES: from: \_\_\_\_\_ (mm/dd/yy)  
to: \_\_\_\_\_ (mm/dd/yy)

INITIAL APPOINTMENT

REAPPOINTMENT

BASE SALARY (Annual) \$ \_\_\_\_\_

SPONSORING PROFESSOR \_\_\_\_\_

A. \_\_\_\_\_  
A postdoctoral scholar has an earned doctoral degree and is pursuing an individualized program of advanced training in research, teaching or other important aspects of academic work, for which the University has assumed a measure of responsibility. Although participation in the program provides advanced training, service is required as a condition of appointment with salary. A postdoctoral scholar has status both as a non-regular academic staff employee and as a postdoctoral student.

B. \_\_\_\_\_  
A postdoctoral fellow has an earned doctoral degree and is a recipient of a fellowship or training award. Through such an award, a postdoctoral fellow receives a stipend or living allowance (not considered as salary) from grant funds provided specifically for a particular field of study or training. No service to the University is required as a condition of receiving the stipend, although service may be rendered incidentally as part of the training or fellowship program. A postdoctoral fellow has status as a postdoctoral student but not as an employee.

\*Appointment and reappointment as a postdoctoral scholar/fellow is limited to a total of five years (60 months). A list of benefits for postdoctoral scholars and fellows is available from the Dean of the Graduate School or the Vice President for Research and Graduate Studies. Complete policies and procedures relative to postdoctoral scholars and fellows are covered in the University of Kentucky Administrative Regulation (II-4.0-1).

Appointee \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Professor \_\_\_\_\_ Date \_\_\_\_\_

Unit Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

Dean, Graduate School \_\_\_\_\_ Date \_\_\_\_\_