

Early Termination Due to Poor Performance or Violation of HR Policy Office of Postdoctoral Education

OPE's policy states that "a postdoctoral scholar can receive notification from their faculty mentor of an early termination due to poor performance issues or violation of UAB HR policies. This termination requires the scholar to be notified at least thirty days in writing prior to the new termination date. First-year postdocs cannot receive an early termination notice before the beginning of their eighth month due to their probationary period" (Postdoc Handbook, Chapter 2, Section 1).

Instructions:

This form will need to be filled out by the administrator. Please read the instructions carefully to determine who is participant one, two, and three. The form filler is participant one. [Access the form here.](#)

1. To complete this form, you will need:
 - a. Documentation from the faculty mentor detailing poor performance, attempted remediation, or violation of HR policies.
 - b. Emails of the faculty mentor (participant two) and postdoc (participant three)
2. After the form is completed, you will be asked to submit the emails for each participant who needs to sign.
 - a. Participant two – faculty mentor
 - b. Participant three – postdoctoral scholar
3. After the faculty mentor and postdoctoral scholar sign the form, the form will then be automatically routed to OPE for receipt.

A completely signed form can be uploaded onto OnBase to serve as documentation that the appointment is being terminated early due to poor performance or violation of HR policy.