

Notification of Nonrenewal Office of Postdoctoral Education

Please note that OPE's policy states that "*postdoctoral scholars, in all years of their postdoctoral tenure, must be notified by their faculty mentors in writing at least ninety days in advance that their appointment will not be renewed for the next year*" (Postdoc Handbook, Chapter 2, Section 1).

Instructions:

This form can be used for the mentor to notify that the postdoctoral scholar's appointment will not be renewed for a subsequent year. If the notification is not sent ninety days prior to the current appointment letter's end date, the mentor's signature begins the ninety-day countdown. This means that the appointment could extend beyond the appointment letter's end date to reach ninety days. [Access the form here.](#)

The form will need to be filled out by the department's HR administrator. Please read the instructions carefully to determine who is participant one, two, and three. The form filler is participant one, the HR administrator.

1. To complete this form, you will need to know the following:
 - a. 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. The form automatically routes to the next signer.
 - a. Participant two – faculty mentor
 - b. Participant three – postdoctoral scholar
3. After the faculty mentor and postdoctoral scholar sign the form, the form will be routed to the Office of Postdoctoral Education for receipt.

A completely signed form can be uploaded onto OnBase to serve as documentation that the mentor notified the postdoc of nonrenewal.