**OFFICE OF POSTDOCTORAL AFFAIRS PeopleSoft STF Postdoc Web Forms**

# JOB AID 6TH YEAR CHANGE REQUESTS

# FOR FACULTY COMMITTEE REVIEW

**Read University Policy 2F and 2G for approvals grantable by OPA using exceptions to policy:** [**http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars**](http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars)

**If not covered by an exception:**

1. **Create a new Change Transaction, see** [**Job Aids for PD Web Forms - Change Transactions**](http://postdocs.stanford.edu/admin/pdf-forms/JobAidChangeRequest.pdf)
2. **Gather required documents for committee review and approval:**
3. [**http://postdocs.stanford.edu/faculty\_mentors/Fillable\_Annual\_Meeting\_Template\_Form%20V4.pdf**](http://postdocs.stanford.edu/faculty_mentors/Fillable_Annual_Meeting_Template_Form%20V4.pdf)

Note that postdoc should complete this form carefully, with as much detail as possible regarding progress to date, plans for the remainder of training, and specific plans for job search.

1. **Letter of justification from the PI on department letterhead, addressing progress to date, benefit of additional training, and exit plan.**
2. **Updated CV for postdoc.**
3. **Research Experience Calculator see** [**Calculate Research Months**](http://postdocs.stanford.edu/admin/how-to/prior_experience.html) **for link to spreadsheet\*\***

**\*\*committee must verify total research experience from this spreadsheet**

1. **Submit documents as a single bookmarked PDF (file must be less than 2MB) via email to the postdoctoral manager for your department:**
	1. **School of Medicine:** **alistair@stanford.edu**
	2. **University:** **tjwilson@stanford.edu**
2. **Submit PD Web Forms change request and visa extension (if International)**

**Deadline: Documents and web form requests should be submitted by 2nd Friday of the month.**

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