

## Request for Exception to Hire New Postdoctoral Scholar

Effective March 30, 2020, all UC San Diego staff and academic hiring is paused. For postdoctoral scholars, the Office of Postdoctoral and Research Scholar Affairs has been tasked to review all exception requests.

For open recruitment searches, please complete this form prior to implementing the search and submit to [opsa@ucsd.edu](mailto:opsa@ucsd.edu). For all others, please include this completed form when requesting a postdoctoral appointment through the normal RSAS ([rsas.ucsd.edu](http://rsas.ucsd.edu)) mechanism.

If the hiring department/unit wishes to use core funds to support any part of a postdoc's salary, OPRSA will seek required approval for the use of those funds from the cognizant Vice Chancellor.

Name of Proposed Scholar:
Name of PI/Mentor:
Department:
VC Area:

Is the position mission critical? This means, will not filling the position directly undermine your ability to accomplish the research work, and that work must be accomplished now?

Is there any way to reallocate the work through an internal restructuring of duties, even temporarily?

If the position must be filled now, is there available talent in another area where the workload is down?

Is the funding University funds or extramural funds?	
Index Number:	Award Number:
Funding Source/Agency:	Expiration Date:
Type of Award:	

Are the funding sources clear, secure, and identified? What is the funding beginning and end date? Sufficient research funds must be identified and available to support the position for the duration of the appointment. The unit proposing the hire will be required to acknowledge responsibility for fulfilling any employment contractual obligations in the event of a funding shortfall.

Additional information relevant to this exception (if applicable):

I acknowledge responsibility for fulfilling any contractual employment obligations in the event of a funding shortfall.

Supervisor Name, Signature and Date

I approve use of core funds (As Applicable)

EVC Academic Affairs/ VC Health/VC Marine Sciences/VC Research Signature      Date

For Office of Postdoctoral and Research Scholar Affairs Use Only:

Approved

Declined

Decision

Comments

Vice Chancellor for Research