

**CONVERSION PROCEDURES –  
POSTDOCTORAL SCHOLAR—FELLOW (3253)  
POSTDOCTORAL SCHOLAR—PAID DIRECT (3254)**

Effective July 1, 2003, all current postdoctoral fellows and trainees who receive fellowship stipends either through the Office of Graduate Studies (OGS) or paid directly from extramural agencies, must be proposed for a “Without Salary” appointment as Postdoctoral Scholar—Fellow (3253) or Postdoctoral Scholar—Paid Direct (3254) to identify their fellowship status. Each appointee will be required to provide the Department with a copy of the official award/fellowship notice.

**Deans’ Offices will be provided with individual departmental listings of all current Postgraduate Researchers or Visiting Postgraduate Researchers in their respective Schools who are paid fellowship stipends through OGS.** Departments will need to confirm that the listing agrees with their departmental records. The majority of these individuals either hold “Without Salary” appointments or are appointed at a minimal percentage in order to supplement a current fellowship stipend.

After verification of all fellowship recipients, departments will need to forward the following for each individual who holds a current appointment:

AP 390-A – Appointment/Reappointment Summary Form for Postdoctoral Scholars  
*and*

A copy of the official award letter/fellowship notice indicating the agency name, amount of fellowship awarded, and effective dates.

**Note:** Departments must prepare a **new** appointment dossier for any Postdoctoral Scholar—Fellow or Postdoctoral Scholar—Paid Direct, who does not hold a current appointment.

Documentation should be processed through normal channels through the Chair’s and Dean’s Offices and will be forwarded to Academic Personnel for review and approval.

An **approved** AP 390-A will be returned to the Department for each Postdoctoral Scholar and will serve as pre-authorization for departmental preparers to enter the appropriate data into the Payroll/Personnel System –

New Appointment as Postdoctoral Scholar—Fellow (3253) or –Paid Direct (3254): Department will process and enter complete new hire (without salary) appointment.

Current WOS Appointment as PGR or Visiting PGR: Department will need to process change in title code only – Postdoctoral Scholar—Fellow (3253) or Postdoctoral Scholar—Paid Direct (3254).

Current Paid Appointment as PGR or Visiting PGR for Fellowship Supplement: Department will make no change to current paid appointment, but must enter additional new appointment (without salary) as Postdoctoral Scholar—Fellow (3253) or Postdoctoral Scholar—Paid Direct (3254), as appropriate.