Guidelines for Releasing VUMC Postdoctoral Fellows

Although one-year appointment periods are customary for postdoctoral fellows, shorter appointment periods are allowed. As stipulated in the postdoctoral appointment process, and emphasized in the appointment letters, postdoctoral fellow positions are dependent upon funding for the position, and performance. In situations where these criteria are not met, the following minimal guidelines should be followed:

**Loss of funding:**

- At least two months before the last work day, the fellow should be given written notice of the position termination.

**Unsatisfactory performance:**

- At least two months prior to the re-appointment date, the fellow should be informed in writing of the decision to not re-appoint.

  - If greater than two months remain in the appointment period, written documentation* of the performance concerns and needed corrective actions should be given to the fellow, along with the provision of a one month re-evaluation period. If improvement is not made after this month, the position can be eliminated with a subsequent one month notice.

  - Any performance concerns should be carefully documented in the annual IDP document or in separate written documentation to the fellow (as noted above*).

**Misconduct:**

- Cases of misconduct will be handled per university policies and can lead to immediate dismissal.

**Unused Vacation or Sick Time:**

In all cases, upon termination, there will be no payout of unused vacation or sick leave.