

August 13, 2019

Dear Colleagues,

I am writing to provide clarification of Yale's policies governing postgraduate appointments at Yale. These are training appointments, defined by the current [faculty handbook](#) (October 17, 2018, p. 121):

*“Postgraduate appointments may be made under certain circumstances to invite individuals who have completed a terminal degree other than a doctorate to come to Yale primarily for advanced training. Their relationship to Yale is comparable to that of postdoctoral appointees. All postgraduate appointees must have a designated faculty supervisor and clearly defined training objectives. If the postgraduate appointee is to be compensated by the University, the appointment will be as a postgraduate associate. All are short-term appointments, with a maximum term of one year, with a possibility of a one-year extension under special circumstances. Appointments of postgraduate fellows and associates are processed through the Office for Postdoctoral Affairs.”*

In light of some recent questions around the faculty handbook language, please consider the following clarifications when making requests for new appointments or extensions of existing appointments.

- When completing an application for a postgraduate appointment, it is important that clear educational objectives, specific to the postgraduate's long-term career goals, are defined. The primary purpose of the appointment must be education and training with a distinct goal.
- The maximum term of postgraduate appointments is “one year, with the possibility of a one-year extension under special circumstances.” Appointments may never be extended beyond a second year. If requesting reappointment of a postgrad for a second year, the special circumstances that require a second year of postgraduate work must be clearly defined to fit the below specific criteria and specific educational goals outlined. Such requests should be made to the Office for Postdoctoral Affairs no later than ninety days before the end of the appointment.
- “Special circumstances” may be met if (1) additional advanced training is necessary to obtain a professional license; (2) an application to graduate or professional school is pending, or the postgraduate has committed to completion of an application within six months; or (3) other similarly unique circumstances are demonstrated. The special circumstances must be relevant to the educational and training goals of the postgraduate.
- Many options exist at Yale for filling positions whose primary purpose is not education and training, but rather the support of research needs. Please consult with your Department's Human Resources Generalist when hiring for roles that do not fit the definition of a postgraduate.

- The Office for Postdoctoral Affairs is charged with processing Postgraduate appointments. The Office for Postdoctoral Affairs will reject those applications and requests for extensions that do not meet the criteria. Appeals of rejection decisions should be routed to the Office for Postdoctoral Affairs but will be adjudicated by the Provost's Office with the advice of the relevant deans.

Should you have further questions about postgraduate appointments or other appointments in research capacities, please contact either John Alvaro in the Office for Postdoctoral Affairs or Lisa D'Angelo in the Provost's Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Schiffer". The signature is written in a cursive style with a large initial "P" and a long horizontal stroke at the end.

Peter Schiffer