

Additional Assignment Approval Form

Office of Postdoctoral Education

This form should be completed by someone who has direct knowledge of both the postdoctoral scholar's primary mentor and the proposed additional appointment. It should NOT be completed by the postdoctoral scholar. **Please keep in mind that this supplemental assignment cannot exceed 10 to 15 hours per week as postdoctoral scholars are required to maintain a full-time appointment.**

Instructions:

This form will be used on OnBase as proof of approval for the additional assignment. [Access the form here.](#)

The form will need to be filled out by a department's HR administrator. Please read the instructions carefully to determine who is participant one, two, and three. The form filler is participant one, the HR administrator.

1. To complete this form, you will need to know the following:
 - a. Emails of the postdoc's primary faculty mentor (participant two) and their additional assignment supervisor as it will appear in Oracle (participant three)
2. After the form is completed, you will be asked to submit the emails for each participant who needs to sign. The form automatically routes to the next signer.
 - a. Participant two – faculty mentor
 - b. Participant three – additional assignment supervisor (as stated in Oracle)
3. After the faculty mentor and additional supervisor sign the form, the form will be routed to the Office of Postdoctoral Education for receipt.

Note: For postdoctoral scholars who are teaching and the postdoctoral scholar is not the primary instructor, departmental administrators do not need to process the postdoc's teaching position as a secondary assignment; it will need to be processed as a non-recurring element. If the postdoctoral scholar is the primary instructor, departmental administrators will need to process the teaching position as an additional assignment and hire them as a Credentialed Course Instructor.