



Office of the  
Vice President  
for Research

## Checklist for Postdoc 5<sup>th</sup> year Appointment Extensions

### Justification/Request Letter from faculty member to Maria Zuber

Letter should include:

- Accomplishments towards research and development goals
- What work will be done in the fifth year
- How does the research benefit the Postdoc and their career
- How does it benefit MIT
- Request for salary change include percentage increase
- Include any special circumstances (off-campus, out of country work, less than 100% time, etc.)

### Up to date: Curriculum Vitae from the Postdoc

- Latest Annual Development Review
- Send request via email with appropriate attachments to Jennifer Walsh (jwalsh@mit.edu)
- Please copy Lori Spindler Brooks at (lorispin@mit.edu)
- Please have subject line read: 5<sup>th</sup> year extension request

### Reminder:

Request can take up to two weeks for review. Please plan accordingly with the Postdoc's end date. Extensions beyond a fifth year are not granted.