*Fellow Partial Year Reappointment Template:*

*Purpose: This template is to be used when renewing a fellow for an additional partial year term. Its purpose is to document the salary for the new term, reiterate expectations or document any changes in expectations, provide notice of termination and remind the fellow (and unit) of the five year limit.*

Dear Dr./Ms./Mr. Fellow:

This letter is to notify you that we would like to reappoint you as a [Post-Doctoral Fellow or Research Fellow] in the Department/Institute/Program/Center of \_\_\_\_\_ for an additional term effective \_DATE\_ through \_DATE\_.

Your annualized stipend for this period will be $\_\_\_\_\_\_\_ and is subject to final approval by the Dean’s Office. This letter will serve as notice of termination effective [END DATE]. Therefore this appointment will end after this appointment term, when you resign or after notice of earlier termination per the UMSOM Scholar Fellow Policy, whichever is sooner. For information regarding your leave balance, check with [enter name of appropriate administrator].

You will continue to work in Dr. PI’s lab and will [include expectations for current year].

The University of Maryland School of Medicine [Scholar Policy](https://www.medschool.umaryland.edu/media/som/offices-of-the-dean/academic-administration/docs/fellows/ScholarFellowPolicy1124.pdf) establishes guidelines for your appointment.

As a condition of employment, all fellows in the School of Medicine are expected to meet the credentialing and/or occupational health standards required by their job duties.

In addition to the assistance available to you via your mentor’s departmental office, the School of Medicine’s [Office of Postdoctoral Scholars](http://medschool.umaryland.edu/postdoc/) (<http://medschool.umaryland.edu/postdoc/>) is always available to assist you throughout the course of training period and is dedicated to helping you meet your individual career goals.

[If fellow on visa include the following paragraph] Please be aware that this offer is contingent on your maintaining appropriate lawful status and authorization to work in the United States for the period of appointment. Expiration of such status is grounds for termination of the appointment.

Thank you for your contributions to our department and the school.

Sincerely,

CHAIR/DIRECTOR

Fellow’s Signature Acknowledging Reappointment Date