**TEMPLATE
All Postdoctoral Fellow Appointments**

*Updated August 12, 2024*

*(Reviewed and approved by GC and HR)*

[Date]

[Postdoctoral Fellow Candidate Name]

[Address]

[City, State, Zip]

Dear [Name],

On behalf of (name of faculty supervisor), I am pleased to offer you a [12-month OR 9-month] appointment as a Postdoctoral Fellow in the (Department/School/Center/Institute) at Florida Atlantic University from [Start date] to [End date] at $xx,xxx/year.

This offer is contingent upon the successful completion and/or verification of all required academic, medical, and criminal reports/records/degrees/licenses/certifications and verified employment eligibility as required by the Immigration Reform and Compliance Act of 1986 (IRCA).

This Postdoctoral Fellow is a 1.0 FTE, full-time, FLSA exempt position. All exempt employees are paid on the University’s bi-weekly [payroll schedule](https://www.fau.edu/controllers-office/payroll/schedule/). While your immediate employment is within the (Department/School/Center/Institute), administration and support of your Postdoctoral Fellow appointment is provided by FAU’s Office of Postdoctoral Affairs. As such, please visit FAU’s [Office of Postdoctoral Affairs](https://www.fau.edu/research-admin/postdoc-affairs/) website for additional resources from career development to mentoring, and more.

Throughout your employment with Florida Atlantic University, all of the following are applicable to you:

* **PROGRAM ACTIVITIES AND EXPECTATIONS -** Your duties and responsibilities for this Postdoctoral Fellowship will involve working for the (Department/School/Center/ Institute) under the direction of (name of faculty supervisor), who will be responsible for your assignments and evaluation.
* **UNIVERSITY POLICIES** – Employees of the University are expected to follow all [University Regulations](https://www.fau.edu/regulations/) and [University Policies and Procedures](https://www.fau.edu/policies/), including school, [college](https://www.fau.edu/medicine/faculty-staff/policies/admin-policies/), or department-specific policies and procedures. These policies are not intended to and do not create any contractual rights under state law; nor do they alter your “At-Will” status. All employees of the University are also expected to follow the policies of any external organization, such as accrediting bodies and school/department/area or athletic associations, with which the University maintains voluntary membership and whose policies do not conflict with the policies of the University.

As a Postdoctoral Fellow, please take note of the following specific policies: University Intellectual Property Policy, Policy on Conflicts of Commitment, Conflicts of Interest and Outside Activities, Policy on Research Misconduct, Research Data Policy, Policy on Employment of Relatives, and Policy on Personnel. Postdoctoral research appointees must also comply with the recommendations and requirements of the University’s compliance committees (IRB, IACUC, Institutional Biosafety, etc.).

* **EMPLOYMENT ELIGIBILITY** – As a condition of your employment, you are required to present eligible document(s) for initial review to determine employment eligibility **within the first three(3) days of the official start of your employment**. A list of those eligible documents can be found on page 2 of the current [Form I-9](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf). In situations where [work visa/authorization](https://www.fau.edu/global/academic-services/work-visa/) expires and/or work authorization extension is required, you are expected to coordinate with the administrating office ([Center for Global Engagement](https://www.fau.edu/global/) or the [Office of Human Resources](https://www.fau.edu/global/academic-services/work-visa/)) and provide any and all required documents to evidence valid work authorization or obtain continued work authorization to maintain your employment with FAU.
* **ADDITIONAL BACKGROUND CHECKS** – In compliance with specific University programs or contingent upon the position you have been appointed to (even on an interim basis) or job expectations assigned, a successful background check may be required for participation, appointment, or performance (at that time). Additionally, if you change positions, that change and/or qualification to perform that new role may require a new and/or additional successful (higher level) background check completed.
* **REQUIRED ANNUAL OR ONGOING TRAINING** – As a condition of your employment and contingent upon the position you have been appointed to, you will be required to complete Title IX Sexual Misconduct Training (annually) and other department and/or position-specific related training (i.e., Technology Use, Emergency Management, FERPA, etc.) as required. Within 30 days from your start date, each area or department will contact you via email to inform and initiate the training, and completion by you within the allotted time is expected.
* [**OUTSIDE ACTIVITY REPORTING**](https://www.fau.edu/compliance/conflict-of-interest/faqs/)– University approval is required for all outside activities (whether related or not related to your appointment here at Florida Atlantic University) to avoid conflicts of interest. Disclosure is a continuing requirement by the State of Florida, which you will have to update on an ongoing basis.
* **FUNDING OF YOUR POSTDOCTORAL FELLOWSHIP**

(OPTION #1 – To be used for Time Limited or Grant Funded position with firm end date)

Your position with Florida Atlantic University is designated as (TIME LIMITED/GRANT FUNDED) and will end on (date). No further notice of cessation of employment is required. Your employment will terminate on the date indicated, unless you are terminated for cause, or you are separated for any other reason pursuant to University regulation, policy, or applicable collective bargaining agreement. Employment for the duration of your appointment will require satisfactory job performance and compliance with existing and future University and department regulations and policies. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

* (OPTION #2 – To be used for grant funded positions with anticipated recurring funding)

Your position with Florida Atlantic University is designated as Grant Funded. This position is funded with recurring (FOUNDATION/GRANT) funds with an end date of (DATE).  Renewal of funding is anticipated, but not guaranteed. No further notice of cessation of employment is required. Your employment will terminate on the date indicated, unless the grant is not renewed or loses funding, you are terminated for cause, or you are separated for any other reason pursuant to University regulation, policy, or applicable collective bargaining agreement. Employment for the duration of your appointment will require satisfactory job performance and compliance with existing and future University and department regulations and policies. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

* **EXTENSION AND/OR REAPPOINTMENT** – A postdoctoral fellow/scholar is typically appointed for one “term” (with the “term” being defined at the outset as either 12 months or 9 months). Any extension of the original term or reappointment (up to a maximum of 3 terms) may be permissible, **contingent** upon **all** the following: (1) continued availability or confirmed receipt of funding, (2) need for the position, and (3) satisfactory performance (as determined/evaluated by the appointing authority and/or immediate delegated supervisor).  Extension and/or reappointment is assessed after your annual evaluation and is not guaranteed.

With your acceptance, **all** the following items are **required**:

1. **ONBOARDING** –Prior to your first day of employment, you will need to complete the “onboarding process” in Workday, Florida Atlantic University's Human Capital Management (HCM) System. Please monitor your email for directions on the onboarding process. The onboarding process includes but is not limited to: completion of Section I of the I-9, entering government ID’s, contact and personal information, completion of federal withholdings, and the Direct Deposit Authorization form. Florida Atlantic University uses direct deposit as the method of salary payments for employees. The State of Florida requires that you sign a Loyalty Oath Form, State Policy on Public Records Form, and a Florida Retirement System Form. These forms will be made available to you electronically during the onboarding process (Human Resources will e-notarize your Loyalty Oath Form after you e-sign). Federal law requires that all employees complete an electronic I-9 verifying their eligibility to work in the United States. Our Workforce Administration and Records Control Office will need to photocopy original documents in compliance with the Immigration and Naturalization Act. A list of acceptable documents for I-9 verification is available by visiting our website at (<http://www.fau.edu/hr/files/I9_List_of_Acceptable_Documents.pdf>).  Please be prepared to present appropriate documentation on or before your first day of employment.
2. **PROOF OF QUALIFICATION** (Degrees, Certifications, etc.) – As a condition of your employment, you are required to provide proof of your terminal degree(s) or qualifying degree(s) and/or educational certifications for your appointment, here at FAU. Please reach out to the Registrar of your degree granting institution to transmit an official copy of your transcript directly to the Office of Postdoctoral Affairs (postdoc-verify-educ@fau.edu). You may also utilize [Parchment](https://www.parchment.com/) to request an official transcript to be sent directly to postdoc-verify-educ@fau.edu . If your terminal or qualifying degree(s) or certification(s) was awarded by an institution outside of the United States, an official educational evaluation (completed in English) is required and must accompany the copy of your terminal and/or qualifying degree or educational certification(s). The educational evaluation **must** be completed by a current qualifying member of the [National Association of Credential Evaluation Services](https://www.naces.org/members) (NACES). A colored copy of the original degree accompanied with the official NACES evaluation is to be sent to postdoc-verify-educ@fau.edu**. Failure to provide your “proof of qualification” document(s) within 60-days from the start of your employment can result in Florida Atlantic University withdrawing this offer or terminating your employment.**
3. **BENEFITS ENROLLMENT** – Please review the [Online Benefits Presentation](https://www.fau.edu/hr/documents/new-employee-orientation-2022.pdf) to learn of your benefit and retirement plan options. To schedule a personal benefits meeting with a Benefits Specialist, please email benefits@fau.edu . **All benefit plan enrollments must be completed no later than 60-days from your official start date.** **Failure to enroll within your 60-day open enrollment period will result in a loss, reduction, or waiver of benefits or benefit programs that you otherwise would have been eligible for.** The earliest any benefit can be instated is the first of the month following your official start date, assuming you complete enrollment and elect coverage timely.
4. **NEW EMPLOYEE ORIENTATION** – The Office of Employee Relations (ER) in Human Resources will send you an email to access an online, “New Employee Orientation” during your first week of employment.
5. **NEW POSTDOC ORIENTATION** –The Office of Postdoctoral Affairs will send you an email within the first 30 days of employment to participate in a virtual orientation session to learn about various resources at FAU, meet members of the Office of Postdoctoral Affairs, and a representative of FAU’s Postdoctoral Association.

Congratulations on this offer. To accept this appointment and all the aforementioned terms and conditions, please return a signed copy of the letter to(insert name) at (email) no later than (date), when this offer shall expire.

Sincerely,

Dean/Director

Cc: Office of Postdoctoral Affairs (postdocaffairs@fau.edu)

 Department/School/Center/Institute Supervisor

 Office of Human Resources

**With my signature below, I accept this appointment and all the terms and conditions of this Postdoctoral Fellow appointment.**

[Candidate’s name printed here] Date of Acceptance