Postdoctoral Fellow Appointment

Date

Name

Address

Dear :

On behalf of (name of faculty supervisor), I am pleased to offer you an appointment as a Postdoctoral Fellow in the (Department/School/Center/Institute) at Florida Atlantic University. This offer is contingent upon the successful completion of a background check and verification of education. The start date of your appointment in this exempt position will be **(DATE)** at an annual salary of **($—),** to be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. This position is classified as Postdoctoral.

**(In regards to the options outlined below please be advised that according to the FAU Postdoctoral Fellow Policy found here: http://www.fau.edu/research/postdoc-affairs/. A typical appointment length is 12 months. The maximum length of an initial appointment is three years and this may be extended for up to an additional three years. The maximum appointment length an employee can be in a Postdoctoral Fellow position is six years.)**

**(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. Continued employment 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; however, 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. Continued employment 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.

Your duties and responsibilities for this position will involve working for the (Department/School/Center/ Institute) under the directions of (name of faculty supervisor), who will be responsible for your assignments and evaluation.

University regulations and policies pertain to Postdoctoral research appointments. These include but are not limited to the University Intellectual Property Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct, Policy on Employment of Relatives and the Annual Leave Policy for Contract and Grant Employees. Postdoctoral research appointees must also comply with the recommendations and requirements of the University’s compliance committees (IRB, IACUC, Research Safety, etc.).

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible. If your degree is from outside the United States, a transcript evaluation from an organization belonging to the National Association of Credential Evaluation Services (NACES), with an indication of the documents the evaluation was prepared from (official transcript, diploma, dissertation abstract) is also required.

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 and have notarized a loyalty oath, which will need to be uploaded during the onboarding process.

Federal law requires that all employees complete an electronic I-9 verifying their eligibility to work in the United States. Our Processing and Records 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 your first day of employment.

You are scheduled to attend New Hire Orientation on (DATE).  Report to the Department of Human Resources, 777 Glades Road, Instructional Services Building (IS-4) Room 114, Boca Raton, FL 33431 no later than 8:30 A.M.  Directions to our Boca Raton Campus are available at (<http://www.fau.edu/explore/campuses.php>).  During Orientation you will receive information about the University including on campus parking, so please bring your automobile registration card in order to apply for a campus permit.

For information regarding eligibility for employee benefits related to health and retirement options, the enrollment process and the effective dates of coverage, please visit: <http://www.fau.edu/hr/benefits/Benefits_and_Retirement_orientation_video.mp4>. Your enrollment in the benefits programs for which you are eligible must be completed within your first sixty (60) days of employment or you will be required to wait until the next open enrollment period. For vacation and sick leave benefits, please visit the Postdoctoral Fellow section at (<http://www.fau.edu/hr/benefits/index.php>).

If you agree to accept this appointment under the conditions stated above, please return a signed copy of the letter to me by (date), when this offer shall expire.

Sincerely,

Dean

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(Candidate’s name) Date of Acceptance

Cc: Daniel Flynn, Vice President for Research

Department/School/Center/Institute Supervisor