**9 mos Postdoctoral Fellow Appointment**

**With and Without H-1B or TN Sponsorship**

*(Updated March 2023)*

Date

Name

Address

Dear :

On behalf of [Professor, Research Scholar], I am pleased to offer you an appointment as a Postdoctoral Fellow in the [Name of Department] at Florida Atlantic University. This offer is contingent upon the successful completion of a background check, verification of education, and obtaining appropriate work authorization for Florida Atlantic University. The start date of **your nine-month appointment** in this exempt position will be [Start Date]ending[End Date] at a **nine-month salary** of **$\_\_\_\_,** to be paid bi-weekly. This position is classified as Postdoctoral.

Be advised that FAU has an Office of Postdoctoral Affairs which serves as a support unit to Postdoctoral Fellows employed at Florida Atlantic University. This office sets forth policies pertaining to the appointment of Postdoctoral Fellows, provides information to support career development, mentoring, and more. We encourage you to participate in their New Postdoc Orientation, workshops, and events as appropriate. For information on resources, and for a copy of the Postdoctoral Fellow Policy, please visit the [Office of Postdoctoral Affairs](https://www.fau.edu/research-admin/postdoc-affairs/) website. Support with immigration related affairs should be directed to the [Office of Global Academic Services](https://www.fau.edu/provost/evpscholar/) at [globalservices@fau.edu](mailto:globalservices@fau.edu).

**UNIVERSITY POLICIES**

All 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.).

**FUNDING**

Your position with Florida Atlantic University is designated as **TIME LIMITED/GRANT FUNDED** and will end on **[End 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.

**PROGRAM ACTIVITIES**

Your duties and responsibilities for this position will involve working for the [Name of Department]under the directions of [Professor, Research Scholar], who will be responsible for your assignments and evaluation.

**OFFICIAL TRANSCRIPTS REQUIREMENT**

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 the Office of Postdoctoral Affairs at [postdoc-verify-educ@fau.edu](mailto:postdoc-verify-educ@fau.edu) 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.

**BACKGROUND CHECK CONTIGENCY**

This offer is contingent on the successful completion of pre-appointment screening process. Please monitor your email account for a message from HR Recruitment Services and from [customersupport@hireright.com](mailto:customersupport@hireright.com) to complete an online application for a background check screening.

**WORK AUTHORIZATION CONTIGENCY**

This employment offer is contingent on meeting all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws. Federal Law requires that all employees have authorization to work in the United States. If you require an employer-sponsored nonimmigrant work visa, you are required to obtain work authorization issued by U.S. Citizenship Immigration Services and the U.S. Department of State authorizing you to work specifically for Florida Atlantic University.

Foreign nationals that require sponsorship from Florida Atlantic University in order to obtain a nonimmigrant work visa, are hereby notified, that Florida Atlantic University cannot guarantee that U.S. Citizenship and Immigration Services and the U.S. Department of State will approve a nonimmigrant visa for the purpose of obtaining work authorization. Florida Atlantic University will follow all federal guidelines and procedures in order to petition for a nonimmigrant work visa. If your visa sponsorship requires a prevailing wage determination to be issued by the Department of Labor (such as with an H-1B nonimmigrant visa), FAU reserves the right to withdraw this employment offer or terminate employment if the FAU offered wage cannot be increased to meet the  prevailing wage determination issued by the Department of Labor. Florida Atlantic University makes no claims or guarantees on the length of time it will take to file an employer-sponsored nonimmigrant work visa petition. Florida Atlantic University also reserves the right to withdraw or discontinue an employer-sponsored petition for nonimmigrant work visa at any time.

All employees must satisfy the requirements of the Immigration Reform and Control Act of 1986, which requires [Social Security Number](https://www.ssa.gov/ssnumber/) and documents to prove the employee’s identity and demonstrate that the employee is authorized to work in the U.S., and to complete an Employment Eligibility Verification form (Form I-9). Future employment status at Florida Atlantic University, for all employees, is contingent upon your eligibility to work under the provisions of Immigration Reform and Control Act of 1986, and all immigration laws and regulations.

**NEW HIRE 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 for you to sign electronically during the onboarding process (Human Resources will e-notarize your Loyalty Oath Form).

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.

**ORIENTATION**

**You will receive an email from Employee Relations containing a link with the Human Resources General Orientation on-line through Canvas during your first week.**

During Orientation you will receive information about the University including on campus parking and how to apply for a parking 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: Department/School/Center/Institute Supervisor

Office of Postdoctoral Affairs ([postdocaffairs@fau.edu](mailto:postdocaffairs@fau.edu))

Office of the Provost