Postdoctoral Fellow Promotion to Senior Research Fellow  
TEMPLATE

Date  
  
  
  
Name  
Address  
City/State/Zip

Dear <Postdoc Name>:

I am pleased to offer you the position of Senior Research Fellow**,** in the **(DEPARTMENT NAME)** at Florida Atlantic University. The effective 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.

Your duties and responsibilities for this position will involve working under the direction of (name of faculty supervisor), who will be responsible for your assignments and evaluation.

(NOTE TO DEPARTMENT: delete this paragraph before letter is sent to Postdoc. In regards to the options outlined below please be advised according to the FAU Postdoctoral Fellow Policy found here: <http://www.fau.edu/research/postdoc-affairs/>, atypical 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 position is six years. This includes the classifications of Postdoctoral Fellow and Senior Research Fellow.)

**(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.

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.).

For information regarding Postdoctoral employee benefits, please visit the Postdoctoral Fellow section at (<http://www.fau.edu/hr/benefits/index.php>).

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.  
  
EMPLOYMENT AUTHORIZATION REQUIREMENT:

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 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.

CONTINUED EMPLOYMENT REQUIREMENT:

Continued employment with Florida Atlantic University will require satisfactory job performance, adherence to all existing and future University and departmental regulations and policies, and compliance with all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws.

ADDITIONAL RESOURCES:  
The Office of Postdoctoral Affairs 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. For information on resources, and for a copy of the Postdoctoral Fellow Policy, please visit the FAU [Postdoctoral Affairs website](file:///C:\Users\achowel1\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\A4WWPO03\Postdoctoral%20Affairs%20website)  at (<http://www.fau.edu/research/postdoc-affairs/index.php>). Support with immigration related affairs should be directed to the [Office of Global Academic Services](https://www.fau.edu/provost/immigration/).

Congratulations on your promotion! 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/Director Name  
Dean/Director Title

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Employee’s name Date of Acceptance

Cc: Daniel Flynn, Vice President for Research  
 Karin Scarpinato, Office of Postdoctoral Affairs  
 Department/School/Center/Institute Supervisor