

North Carolina Agricultural and Technical State University
POSTDOCTORAL SCHOLAR OFFER LETTER TEMPLATE

In an effort to create consistency with the language used for postdoctoral scholar appointments, below you will find language that should be stated in the offer letter. This sample letter assumes a customary postdoc appointment with the postdoc performing research/teaching on campus with a NC Agricultural and Technical State University supervisor. If the appointment will contain unusual terms, such as work at a remote location or supervision by a non-NC A&T employee, then please consult with the Vice Chancellor of the Division of Research and Economic Development and your Department Chair/Dean to determine what additional terms need to be included in the offer letter.

[Date]

[Scholar Name]

[Scholar Address]

Dear Dr. [Scholar Name]:

I am pleased to offer you an appointment as a Postdoctoral Scholar in the Department of **[department name/division of]**. This letter is intended to document our understanding of your appointment. As a member of the NC Agricultural and Technical State University academic community, you will be subject to the applicable policies and procedures of the University as adopted and amended; many of the policies and procedures that relate specifically to Postdoctoral Scholars are set forth in the Employment Policies for EPA Non-Faculty and Postdoctoral Scholar Program. This agreement for Postdoctoral Appointment is made pursuant to the personnel policies of the University.

During this appointment, you will be involved in **[brief description of research/clinical activities anticipated work location and anticipated primary supervisor]**. Your anticipated initial appointment will begin on **[anticipated start date]** and end on **[anticipated end date]**. Your salary for this appointment will be **[\$\$\$]**. Your appointment is defined as "at will" and may be terminated prior to the anticipated end date noted above without cause or based on loss of funding, change in programmatic need or unsatisfactory performance on your part. At the end of the initial appointment and subject to the term limits set forth according to the Postdoctoral Scholar Policy, your appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

All postdoctoral appointments are contingent upon the following conditions:

- a. The completion of the Form I-9, Employment Eligibility Verification process by the end of the first work day. You must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government's regulations. Furthermore and notwithstanding the contingency upon confirmation of employment authorized by the E-Verify Program as administered by the U.S. Department of Homeland Security. As a postdoctoral scholar and employee of the University, you must remain legally eligible to live and work in the United States consistent with U.S. immigration and other laws. Failure to meet any of these requirements will result in termination of appointment.
- b. Compliance with State law requiring proof either that he/she is registered with the U.S. Selective Service or that registration is not required.
- c. University's receipt of all official transcript evidencing earned degree's (i.e., bachelors, masters, doctoral) before the start of appointment. Postdoctoral scholar acknowledges receipt of the "Authorization for Release of Information of Credential's".
- d. Postdoctoral scholar's filing a signed NC Agricultural and Technical State University Patent Agreement with the Division of Research and Economic Development no later than ten days after the appointment begins.
- e. Continued employment under this contract contingent upon your enrollment in the University direct deposit program.

NC Agricultural and Technical State University offers health and other benefits to postdoctoral scholars. You will have a choice of coverage. In order to secure health care coverage through the University plan, you must enroll within your first 30 days of your appointment start date. The cost to you for insurance benefits will vary according to the plan options you choose and if you elect individual or family coverage. If you are paid a "salary" by NC A&T, you are required to participate in the retirement system administered by the State of North Carolina. You are eligible for leave benefits as outlined in the leave provisions of the Employment Policies for EPA Non-Faculty (Section 9).

Postdoctoral Scholars are required to attend a mandatory New Hire Orientation Benefits Session upon arrival at NC A&T. The Benefits Session is held at 1020 East Wendover Avenue, Ground Floor in the Computer Lab. The department will be responsible for ensuring that you are enrolled for the first available session with regard to your start date of employment.

Please provide a written response addressed to me as acknowledgment of your agreement with the above terms and conditions as covered under University policies for this appointment.

I look forward to you joining the **[department/division]**. Should you have any questions regarding your appointment, please contact [contact name] by phone at **[XXX-XXX-XXXX]** or e-mail **[email address]**. You may email or mail your written response.

Sincerely,

[Faculty Mentor or Chair or Dean]

c: **[Foreign National Employment Manager, HR]**