6b. Postdoctoral Associate or Fellow Appointment Letter Template (updated July 2021)

Name

Address

Address

Dear :

We are very pleased to offer you the position as a Postdoctoral Associate in the Department of DEPT at the University of Vermont. You will be reporting to [Supervisor Name, Title], and your start date is scheduled for [date]. Your compensation will be $[per pay period amount (divide annual salary by 24 prorated by term length and FTE)] minus applicable taxes and withholdings paid twice monthly, resulting in an annualized salary of [annual rate]. This position is a [9-,10-,11-,12-] month, [FTE e.g., 1.0] full-time equivalency, exempt position that is not eligible for overtime per the Fair Labor Standards Act guidelines.

Include if position supported by restricted funds: This position is [wholly/partially] supported by restricted funds and it is contingent upon the continuation of these funds. Therefore, the University cannot guarantee employment beyond [DATE], which is the expiration date of these funds.

NAME will be your direct supervisor at the University and the focus of your work will be GENERAL STATEMENT OF THE PROJECT/WORK.

Include if FTE=0.50 or more: This position is eligible for University benefits. Please see the [Benefits website](https://www.uvm.edu/hrs/benefits) for the applicable handbook or bargaining agreement for details on the specific benefits.

Include if a background check is required for this position: This offer is contingent upon the completion of a successful background check. If the background check process reveals information about criminal charges or convictions that you failed to disclose on your application, UVM may immediately revoke this offer of employment, or, if you have already begun your employment with UVM, may terminate it immediately.

Include if position is in the Larner College of Medicine: Our Larner College of Medicine community upholds the highest standards of professionalism as we follow our passion for lifelong learning and improvement. We demonstrate professionalism through integrity, accountability, compassion, altruism, and social responsibility. We honor the trust our society has placed in us as stewards of the art and science of medicine, relying on cultural humility, kindness, and respect to guide our daily interactions. We expect all members of our community to embrace these principles of professionalism as we strive to conduct and support patient care, research, and education that are second to none.

The University of Vermont is an educationally purposeful community seeking to prepare students to be accountable leaders in a diverse and changing world. Members of the University of Vermont community embrace and advance the values of Our Common Ground (<https://www.uvm.edu/president/our-common-ground>).

Vermont state statute requires all US citizens in instructional positions at publicly-funded universities to subscribe to an oath to: support the US Constitution, the Vermont Constitution, and all state and federal laws. Your position as a Postdoctoral Associate may include formal or informal instructional responsibilities. If you are a US citizen, your signature on this appointment letter serves as your attestation to this oath.

You are required to attend a New Hire Enrollment session at 8:30 AM on (DATE), which will be held virtually via Zoom – you will receive an email with the orientation information and link to the Zoom meeting. During the New Hire Enrollment session, you will have the chance to learn about the many benefits available to you as a University employee and to ask benefits-related questions of Human Resources professionals. In order to prepare for this session, please visit UVM’s [New Employee Information](https://www.uvm.edu/hrs/newemployee?Page=welcome/newemployees.php&SM=welcome/welcomemenu.html%20site%20online) site online and review the sections on “Before You Start” and “First Day.” Please also take time to review and [complete the required forms](http://www.uvm.edu/hrs/?Page=welcome/orientationchecklist2.html) and bring these with you on your first day.

We look forward to hearing from you by [DATE], after which time this offer is no longer valid. If your decision is to accept the position, as stated above, please indicate your acceptance by signing a copy of this offer letter and returning it to:

Sincerely,

NAME NAME NAME

Sponsoring PI Title Chairperson Dean *(optional;employ unit practice)*

Department of DEPT Department of DEPT College/School of COLLEGE/SCHOOL

Acceptance:

I accept the offer as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date