6b. Postdoctoral Associate or Fellow Appointment Letter Template (updated June 2023)

Name

Address

Address

Dear:

We are so pleased to offer you the Post-Doctoral [Associate or Fellow] position within the [department name] Department at the University of Vermont. As discussed, your start date is scheduled for [date], your supervisor will be [supervisor name and title] and your focus will be statement of project\work. Appointments are granted on a one-year basis. The duration of this position is [9,10,11,12] months. However, the position may end earlier based on the University’s needs or in the event of unsatisfactory performance/misconduct. This appointment will end on DATE (not to exceed one year from the start date). If the position is extended for another year, an updated appointment letter will be issued.

This position is scheduled to work 37.5 hours per week, equal to a 1.0 full-time equivalency (FTE). You will receive $[per pay period amount] minus applicable taxes and withholdings paid twice monthly, resulting in an annualized salary of approximately [annual rate]. Further, this position is exempt from the overtime provisions of the Fair Labor Standards Act.

For additional terms and conditions of employment and benefit information please see our [Post-Doctoral Handbook webpage.](https://www.uvm.edu/human-resources/postdoctoral-associates-fellows-overview)

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.

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. The University cannot guarantee employment if funds are lost due to the grantee leaving the institution.

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 the 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.

Include if fully remote upon hire**:** The University agrees that commencing on your hire date, you may telework on a full-time basis from a non-UVM facility located in [City, State]. Please refer to [Federal and State Labor Laws](https://www.jjkeller.com/learn/SHRMPDF) for further information regarding those applicable laws in the state you work in. If you wish to telework from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

**New Employee Orientation:** You will be scheduled to attend a New Employee Orientation 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.

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Signature Date