**SAMPLE POSTDOC APPOINTMENT/REAPPOINTMENT LETTER**

(Updated July 11, 2024)

***Notes:***

*Initial Appointment Terms and Reappointments*

* *An initial appointment shall normally be for two years, provided there is sufficient funding for the entire two-year appointment.*
* *If there is insufficient funding for a two-year appointment, the initial appointment shall normally be for one year.*
* *Reappointment shall be at the discretion of the department, principal investigator or supervisor and shall normally be for one year, but may exceed one year at the discretion of the department, principal investigator or supervisor.*
* *There may be instances where appointments or reappointments of less than a two year or one year term will be appropriate or necessary. In such instances, appointments or reappointments of less than a two year or one year term may be made at the discretion of the principal investigator or supervisor.*

*Salary Requirements for FY 2023-2024, FY 2024-2025 and FY 2025-2026*

* *“Effective July 1, 2023, the minimum salary for negotiations unit employees shall be $56,963 for a calendar year appointment. Salaries for negotiations unit employees on academic year appointments shall be subject to University conversion guidelines. All negotiations unit employees employed in a position covered by this Agreement as of June 30, 2023, whose salary exceeds the minimum shall receive a 8.5% salary increase or an increase provided by the funding source, whichever is greater. All negotiations unit employees employed in a position covered by this Agreement as of June 30, 2023 whose salaries are below the minimum salary shall receive the greater of the minimum salary, a salary increase of 8.5%, or an increase provided by the funding source.”*
* *Effective July 1, 2024, the terms set forth in the above first bullet shall apply except that the minimum salary shall be $61,805 for a calendar year appointment and the applicable percentage increase shall be 8.5%.*
* *Effective July 1, 2025, the terms set forth in the above first bullet shall apply except that the minimum salary shall be $63,968 for a calendar year appointment and the applicable percentage increase shall be 3.5%.*

 On the recommendation of Professor [*Insert name*] in the Department of [*Insert department/program*], I am pleased to offer you an appointment as a Post-Doctoral Associate on a(n) [*Insert academic year or calendar year*] basis for the period of *[Insert begin date*] through [*Insert end* *date*] [*If applicable, insert*: *This position is contingent upon satisfactory completion of Ph.D. Degree*.] Your salary is [$*Insert salary*].

 Your duties will be to [*Insert description of duties/project name(s)*] under the direction of Professor *[Insert PI name*]. [*If grant-funded, insert: This is a grant-funded appointment contingent upon the availability of funds to support it*]. [*If on a visa, insert: This appointment is also contingent upon the appropriate visa status*].

 [***For New Employees Only; delete if not applicable***] The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. Therefore, this offer of employment is subject to your in-person presentation of proper documentation as required by law. Employment Eligibility Verification (Form I-9) is an online process, and all new employees must present the required documents to the employing department or authorized representative, in person, within three business days of your first day of employment. Also, you must complete Section I of the Form I-9 by your first day of employment. Accordingly, you will receive instructions to complete the Form I-9, and you may direct any questions to your contact listed below.

 [***For New Employees Only; delete if not applicable***] In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify.  E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.  In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe.  If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations.  For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

[***For New Employees Only; delete if not applicable***] This offer of employment is contingent upon compliance with the University’s vaccination requirements. Under Policy 100.3.1, *Immunization Policy for Covered Individuals,* if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate’s offer of employment or disciplinary action up to and including termination. You will receive an email from no-reply@ipo.rutgers.edu with instructions to upload your vaccination card and/or to apply for a medical or religious exemption, if applicable for your position.

[***For New Employees Only; delete if not applicable***] All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/index.htm>, or you can seek assistance from your hiring department or Human Resources Representative.

[***For New Employees Only; delete if not applicable***] For new hires to Rutgers University, we have compiled a New Employee Portal with information about the university, applicable employee onboarding links, and various forms that need to be completed. In some cases, the online training sessions and forms require you to activate your NetID, and training needs to be completed within a certain timeframe after joining the University. While it is not mandatory to review the information on the New Employee Portal prior to your official start date, we encourage employees to do so prior to starting employment in order to create an easy transition into the Rutgers workforce. The New Employee Portal can be found at: <https://uhr.rutgers.edu/talent-acquisition/new-employee-welcome>.

[***For New Employees Only; delete if not applicable***] The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer or mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at <http://iam-ipo.rutgers.edu>.

 Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at [https://www.nj.gov/labor/forms\_pdfs/EmployerPosterPacket/MW-400.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Fforms_pdfs%2FEmployerPosterPacket%2FMW-400.pdf&data=04%7C01%7Csbaradhi%40oq.rutgers.edu%7Ce104349f60f74c14526d08d9b9aa687b%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637744963803627192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BWE4YCwkxJZYToThA83ki%2FMkx6mreAImr295fJz5WqQ%3D&reserved=0).

 As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement that is in effect from July 1, 2022 through June 30, 2026, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

 As a member of the University community, you will be expected to abide by departmental and University regulations, policies and procedures. In addition, as a Rutgers employee you are required to participate in employee training as part of your appointment and without additional compensation. Completion of all training required by the University is a condition of employment. This includes, but is not limited to, ethics training, training on unlawful harassment and other policies, statutes and regulations governing the workplace. For more detailed information on ethics compliance and unlawful harassment, please visit the New Employee website at <http://gettingstarted.rutgers.edu/>. [*If applicable, insert details about any departmental/unit training/orientation*]

 We encourage you to take advantage of the resources and professional development opportunities offered through [Rutgers’ Office of Postdoctoral Affairs](http://postdocs.rutgers.edu/). Reporting to the [Office of the Executive Vice President for Academic Affairs](http://academicaffairs.rutgers.edu/), and committed to advancing the University’s mission to conduct cutting-edge research and advanced training, the Office of Postdoctoral Affairs supports postdoctoral researchers and their faculty mentors by providing a central hub for professional development, knowledge sharing, and community building opportunities. The Office relies on strong partnerships with units across Rutgers to provide central coordination of information and opportunities relevant to all postdocs, helping them make the most of their time here at Rutgers.  Specifically, Office staff:

* Act as a main contact for postdocs and help them navigate postdoc life at Rutgers by providing information through [information and welcome sessions](http://postdocs.rutgers.edu/monthly-activities) and referrals to campus representatives and relevant institutional contacts across the university
* Host career development workshops and other activities, open to all postdocs, and encourage postdocs to take advantage of professional development opportunities offered within and outside of Rutgers
* Help postdocs build community and expand their professional networks, starting internally, by creating opportunities for postdocs to connect with their colleagues across Rutgers

[***For New Employees Only; delete if not applicable***] This offer is contingent upon successful completion of all pre-employment screenings. You will receive an email from HireRight noreply@hireright.com with a link and instructions for you to submit your personal/employer information.

 Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert a specific individual*] at [*Insert address*] on or before [*Insert date*]. A copy of this letter is enclosed for your records. We look forward to working with you.

 Sincerely,

 Dean [*Insert Name*]

I accept this offer:

 Signature Date

c: [*Department/Program*]