**SAMPLE POSTDOC APPOINTMENT/REAPPOINTMENT LETTER**

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*] at a salary of [$*Insert salary*]. [*If applicable, insert*: *This position is contingent upon satisfactory completion of Ph.D. Degree*.]

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.  This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment.  Accordingly, please present the required documents to [*Insert name of a specific individual in the department*] no later than [*Insert date*]. You must complete an Employment Eligibility Verification Form (Form I-9) and other required payroll forms by your appointment begin date.

This offer of employment is contingent upon compliance with the University’s COVID-19 vaccination requirements.  The University requires all new employees to provide proof that they are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to commencement of employment, unless the University has granted the employee a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States or a vaccine that has been listed for emergency use by the World Health Organization. Eligibility for a booster against COVID-19 varies and is explained on the University’s web site located at <https://coronavirus.rutgers.edu/covid-19-vaccine/>*.*  By signing this offer letter of employment, you agree to provide proof to the hiring manager that you are fully vaccinated against COVID-19 and have received a booster (where eligible) or have received a medical or religious exemption prior to your first day of employment. Failure to do so will result in recission of this offer of employment. Individuals who are not eligible for a booster at the time of an offer of employment must provide proof they have received a booster within 14 days of becoming eligible and upload proof of same. Failure to do so will result in disciplinary action up to and including termination. You will receive an email with instructions to upload your vaccination card and/or to apply for a medical or religious exemption.

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).

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, 2019 through June 30, 2022, 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](http://postdocs.rutgers.edu/event-schedule) and [other activities](http://postdocs.rutgers.edu/monthly-activities), open to all postdocs, and encourage postdocs to take advantage of professional development opportunities offered [within](http://postdocs.rutgers.edu/career-development-rutgers) and [outside](http://postdocs.rutgers.edu/external-career-resources) 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

Offer is contingent upon successful completion of all pre-employment screenings.

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*]