Model Letter of Renewal and Notice of Appointment  
Postdoctoral Scholar

Note to Departments: This letter of offer constitutes a renewal of appointment for a postdoctoral scholar. Conditions for a subsequent renewal of appointment should not be stated in this letter of offer. All paragraphs listed below are required, as noted.

The renewal should not be processed until an annual review for the previous year has been submitted to and approved by the Office of Postdoctoral Programs.

Renewals or reappointments can be made for appointment periods of 1 year (12 months) or less, and at an FTE of 1.0 or less.

The postdoctoral scholar must be given a minimum of 2 months advance notification in writing (email or letter) confirming the appointment end date.

At the time of renewal/reappointment, a stipend increase is required per the NIH NRSA guidelines: http://gradschool.oregonstate.edu/postdocs/stipends-and-benefits

Should you have questions, or need an exception to this model letter, contact the Office of Postdoctoral Programs in the Graduate School and copy the Human Resources Consultant in your business center.

Note to Faculty Mentor: If at any time during the appointment you are considering early termination of the appointment (prior to the end date stated in the appointment letter), contact the Office of Postdoctoral Programs to discuss the process.

DATE:

TO: [Scholar’s Name]  
[Scholar’s ID#]

FROM: [Dean/Director, or Department Head/Chair]

SUBJECT: Renewal of Your Postdoctoral Scholar Appointment and Notice of Appointment

This memorandum serves as formal notice of renewal of your postdoctoral scholar appointment in the [Department/College] of **__________ for the period beginning **_________ and ending _________. Your FTE for this period will be [_______]. You will be given a minimum of 2 months advance notification prior to the end date of your current appointment.

ALTERNATIVE Paragraph: If the intern will be paid from a gift, grants, or contract funding source(s), use the following paragraph in place of the previous paragraph:

This memorandum serves as formal notice of renewal of your postdoctoral scholar appointment in the [Office/Department/College] of__________.  This letter, when accepted below, serves as a notice of internship for the period beginning **________ and ending **_______, contingent on receipt and continuation of gift, grant, or contract funds sufficient to cover your stipend and healthcare insurance premiums for this period. Your FTE will be [____]. You will be given a minimum of 2 months advance notification prior to the end date of your current appointment.
Title and Stipend – Use in EACH letter:
The appointment carries the title of postdoctoral scholar at a stipend rate of $____ per month.

OSU Policies and Standards – Use in EACH letter:
This internship is subject to all OSU policies and standards, which are incorporated by this reference.

Assigned duties – Use in EACH letter:
Your assignment is defined in the Individual Development Plan which you and your mentor co-created and submitted to the Office of Postdoctoral Programs within three months of the start date of your appointment. For more information about the postdoctoral scholar appointment at OSU, see http://gradschool.oregonstate.edu/postdocs/individual-development-plan

If this notice is understood and acceptable to you and so that there is an official record regarding your appointment, please sign one copy of this memorandum and return it to me for your internship file in the department/college. The original is for your own records.

[Dean, Director or Department Head/Chair] [Faculty Mentor]

I accept the appointment as described above:

____________________________________  __________________________
Signature of Postdoctoral Scholar        Date

cc: Business Center Human Resources Unit (following signature by postdoctoral scholar)
[Dean, Director, Department Head/Chair]