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| **COPY, REVISE, AND ADD TO DEPARTMENT LETTERHEAD**  **Template Letter of Offer and Notice of Appointment | Postdoctoral Scholar**  **NOTES TO DEPARTMENT**  This letter of offer constitutes an initial notice of appointment for a Postdoctoral Scholar. Conditions for renewal of this appointment should not be stated in this letter.  This appointment must be for a one year (12 months) period (i.e. the end date should be one year from the start date, irrespective of the fiscal year). All Postdoctoral Scholar appointments are considered full-time (1.00 FTE) commitments.  Please ensure that you clearly articulate the stipend on a monthly basis. The stipend MUST follow [NIH NRSA guidelines](http://gradschool.oregonstate.edu/postdocs/stipends-and-benefits).  An individual cannot be hired as a postdoctoral scholar if the PhD degree was awarded more than 5 years ago.  Commit no more than one academic year appointment in this notice of appointment. For renewal of appointment in subsequent years or terms, complete a model notice of renewal/reappointment available at this [link](https://hr.oregonstate.edu/policies-procedures/administrators/contract-renewal-and-non-renewal-model-letters/offer-letter-mod-3).  If the appointment will not be renewed or extended beyond the first year, the faculty mentor must provide the postdoctoral scholar a minimum of one (1) month advance notification in writing (email or letter).  All paragraphs listed below are required, as noted.  Please forward a copy of (or link to) the [Postdoc Survival Guide](http://oregonstate.edu/dept/grad_school/docs/postdoc_survival_guide.pdf) to the scholar along with the appointment letter.  Should you have questions, or need an exception to this template letter, contact the Employee and Labor Relations team at [employee.relations@oregonstate.edu](mailto:employee.relations@oregonstate.edu) and copy your Life Cycle Team’s shared inbox.  **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 Employee and Labor Relations at [employee.relations@oregonstate.edu](mailto:employee.relations@oregonstate.edu) to discuss the process.  *Revised: October 6, 2022, University Human Resources, ELR* |

Date

Name

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you a postdoctoral scholar appointment in the [UNIT NAME]. This letter, when accepted below, serves as a notice of appointment for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_ with a stipend of $\_\_\_\_\_ per month. Renewals are at the discretion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Academic Teaching/Research Faculty Collective Bargaining Agreement statement - Use if appointee is being placed into a *non-supervisory* UAOSU represented position:**

Academic faculty positions with the job title of Postdoctoral Scholar are represented by United Academics of Oregon State University (UAOSU), AAUP/AFT, AFL-CIO. Please be advised that this position is subject to a collective bargaining agreement between the Oregon State University and UAOSU. For more information regarding the contract, please go to the Academic Faculty Resources page: <https://facultyaffairs.oregonstate.edu/academic-faculty-resources>.

**Offer Prior to Degree Completion - If the department would like to make an offer prior to a candidate’s completion of their required degree(s), the following paragraph must be included. The scholar must complete their academic program and be granted the required degree(s) no later than the start date of the internship.**

This offer is contingent upon completion of your \_\_\_\_\_ degree by \_\_\_\_\_, the start date of your internship. Please provide proof of completion of your degree to your [department head or other appropriate department/college administrator] before your start date in order to demonstrate that the contingency has been met.

**Use the following paragraphs in EACH letter**

This appointment is subject to all OSU policies and standards, which are incorporated by this reference.

Your employment with Oregon State University is contingent upon completion of OSU’s Vaccination Program Requirements **by your appointment start date**. Visit <https://hr.oregonstate.edu/covid-19-resources> for additional information and program compliance options. If you are unable to access the faculty and staff portal by your appointment start date, or if you have questions, please reach out to [hr.compliance@oregonstate.edu](mailto:hr.compliance@oregonstate.edu). Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

This appointment is contingent on your demonstration of your authorization to serve as a postdoctoral scholar in the United States at OSU. Continuation of the appointment will require your continuing ability to demonstrate that you remain authorized to receive a stipend as a postdoctoral scholar in the United States at OSU.

Continuation of your appointment is contingent upon your completion of all Critical Trainings assigned to you no later than 60 days after your appointment begins and with future recertification requirements. Visit <https://hr.oregonstate.edu/osu-critical-training-program> for additional information about OSU’s Critical Training Program. Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

Health Insurance is mandatory. You will be automatically enrolled in the University’s health plan for “employee-only” coverage. You may enroll qualified dependents to my plan by submitting the necessary paperwork within 30 days of your appointment start date. You may apply to waive University-provided health insurance only if you have employer group coverage that is deemed equivalent or superior to the university plan (medical, vision, and dental). Your acceptance of this job, and the conditions it carries, authorizes the University to make a pre-tax deduction for the health premium from your monthly stipend or salary unless you have been approved to waive coverage under the University’s plan. You can review additional information at https://hr.oregonstate.edu/graduate-student-insurance-plans or send an email to [gradhealth@oregonstate.edu](mailto:gradhealth@oregonstate.edu).

Your assignment will be defined in an Individual Development Plan which you and your mentor will co-create and submit to the Office of Postdoctoral Programs within three months of the start date of your appointment. For more information about the Postdoctoral Scholar expectations at OSU, see http://gradschool.oregon state.edu/postdocs/individual-development-plan.

**Criminal History Check - Use when an appointment is contingent upon a satisfactory criminal history check (CHC):**

This position is designated as a critical or security-sensitive position; therefore, you must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Because you hold a critical or security-sensitive position, you are required to self-report convictions [and because you are assigned youth program duties, your criminal history will be checked every 2 years]. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Valid Driver’s License/ Satisfactory Driving History - Use when an appointment is contingent upon a valid driver’s license/satisfactory driving history:**

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Relocation Allowance – OPTIONAL: Use if the employee will receive a relocation allowance for moving expenses**

In addition to your stipend, you are authorized a relocation allowance of $\_\_\_\_\_\_ to help defray any costs you may incur for relocation expenses. Under tax laws, all moving expenses may be 100% taxable and reportable. OSU cannot provide tax advice and recommends that you seek the advice of a tax professional. If you voluntarily separate from the university within one (1) year, you agree that you may be required by the university to repay this allowance. For additional information regarding the OSU Relocation Allowance policy, please visit <https://fa.oregonstate.edu/relocation-and-moving>.

**Personal Demographic Paragraph – Use if appointee has had no prior appointment with OSU. A new form MAY be required. Contact your Life Cycle team to determine if a new form is required when rehiring or reappointing a former employee. The paragraph can be excluded if a form is not required.**

Please complete the enclosed personal demographic form and return it to \_\_\_\_\_\_\_\_\_\_. This will speed up your access to campus services.

**Technology Transfer Statement – Use one of the following paragraphs, as appropriate**

**Use if a Personal Demographic form is required**

Oregon State University has a technology transfer program. You are required to sign an agreement concerning the rights to technology developed during your appointment at OSU. If you would like additional information, including rights to a royalty share, contact the Office of Commercialization and Corporate Development, Kerr Administration Building A312, (541) 737-3888.

**Use if a Personal Demographic form is NOT required**

The technology transfer agreement signed at the time of your original appointment with OSU will remain in effect.

**Acceptance Statements – Use in EACH letter**

If you find this offer to be acceptable, please sign the letter and return it to me. Please retain a copy of the final document for your records.

We look forward to your acceptance of this offer.

Sincerely,

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[Dean, Director, or Department Head/Chair] Date

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[Faculty Mentor] Date

I accept this offer, as outlined in this letter.

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[Postdoctoral Scholar Name] Date

cc: HR Support Services (following Postdoctoral Scholar signature)

[Dean, Director, Department Head/Chair]