

# Letter of offer for new appointments & transfers for Postdoctoral Fellows/Trainees (Template)

*Rev. 10-2024*

Date

Postdoc Name

Address

City, State, Country

Dear Dr. *Name*:

I am pleased to offer you a *fulltime/part-time (if part time include FTE level of appointment)* appointment as a Postdoctoral Fellow/Trainee in the School of \_\_\_\_\_\_\_\_\_, Department of \_\_\_\_\_\_\_\_\_, (*or Division of \_\_\_\_\_, name of program, institute, center*), at the University of Colorado Anschutz Medical Campus. This offer, which supersedes any other written or verbal agreement, is subject to approval by the Dean of the School of \_\_\_\_\_\_\_\_\_ (*as appropriate for the appointment)*.

Your appointment will begin on *month day, year*, and is subject to the provisions of State Law and the policies of the Board of Regents of the University of Colorado. Eligibility for postdoctoral appointments is limited to a maximum of five-years at the University. The initial salary for this position is $*xx, xxx* per fiscal year. (*Note: according to the university postdoctoral policy, all full-time postdoctoral fellows MUST receive a stipend either equal to, or above, the NIH NRSA guidelines for a postdoctoral fellow with no previous experience. A link to the current NRSA stipend levels can be found at* <https://www.cuanschutz.edu/offices/postdoc>. *There is no upper limit on postdoctoral salaries)*. This offer of employment is contingent upon you passing a criminal background check. If there is a delay in the background check, we may need to negotiate a revised start date. This position is not eligible for overtime compensation. Should your position become eligible for overtime at any time in the future, your signature on this letter represents your agreement to accept compensatory time in lieu of cash payment for overtime. You will report to *supervising faculty mentor’s name (or name and title if different than the first signature below]* as your supervisor.

*[****IF*** *appointment is part-time and runs concurrently with another type of appointment (e.g. part-time Instructor, or other appointment that enables those in clinical depts to see patients) include the following sentence:]* the terms of this position are in addition to and separate from your *position title* with the Department of \_\_\_\_\_\_\_\_\_. All other terms and conditions of that letter of offer remain unchanged.

[***IF*** *the individual to be hired has not yet provided proof that they have a doctoral degree include the following sentence:]*

This offer is also a provisional one, contingent upon your submission of proof of degree by \_\_\_\_\_\_\_\_ *(select either the appointment start date or a date no later than 60 days after the appointment start date, depending on your School Policies),*or the offer will be rescinded and the appointment terminated.

*[****IF*** *the sources of support include external sources such as a foreign country, include the following as appropriate:]*

1. The University will provide salary support for you in the amount of *$xx,xxx*  monthly/annually; and
2. *Your home government/institution (or name of the funding agency)* will provide financial support in the amount of *$xx,xxx* monthly/annually. You must provide appropriate written documentation of this support signed by the appropriate official when you return this letter. Foreign currency must be translated into U.S. dollars. *(Alternatively use c instead of b).*
3. No University funds will be expended in support of this appointment. All support funding comes from *(name the funding agency).*You must provide written documentation of this support signed by the appropriate official when you return this letter, showing that you have adequate support funds. Foreign currency must be translated into U.S. dollars.

*[****IF*** *the Individual is a foreign national include this paragraph:]*

If you are a foreign national, this postdoctoral appointment is contingent upon receipt of the appropriate visa type. Although we (department?) will assist you with obtaining a *(insert type: ex. J-1)* visa, you are personally responsible for (a) fully and properly complying with all laws and regulations of U.S. federal, state and local governments; (b) maintaining your lawful status including not working without authorization; and (c) ensuring that any necessary documents are forwarded to the appropriate government agency in a timely manner. Please contact *administrator’s name, at (add phone or email address),* to begin the visa application process. The departmental administrator will work in coordination with the International Student and Scholar Services to help you secure your visa. Additionally, this offer is extended with the understanding that you have adequate command of the English language to participate successfully in the program.

*[****IF*** *the position is 50% or more:]*

You are eligible for the benefit programs normally provided to postdoctoral fellows/trainees under the standard University of Colorado benefits programs, including health and life insurance. You may also contact Payroll Benefits Services for information about payroll and benefits (303-860-4200).

The University of Colorado Anschutz Medical Campus uses job code 1438 for all postdoctoral fellows. Research postdoctoral fellows/trainees, who are paid through the university regardless of the source of the funds that support their salary, are considered to be employees of the university.  As such, all Postdoctoral Fellows/Trainees employed 50% or more, will receive benefits as outlined below (and also detailed in the *Benefits Eligibility Matrix* on the Employee Services website). All are subject to standard employee withholdings, including FICA (in accordance with their citizenship, residency or visa status). When Postdoctoral Fellows/Trainees are supported on awards that do not allow certain contributions to be charged directly to the award (e.g., FICA), the university covers the employer contribution; the employee contribution is withheld from the Postdoctoral Fellows/Trainee’s paycheck. By accepting and signing this offer, you acknowledge and agree that state and federal taxes and withholdings, including but not limited to FICA, FAMLI, unemployment insurance, and health insurance premiums may be withheld from your paycheck, regardless of your funding source now or in the future.

[Optional Work Modality Language]:

Onsite This is not a remote position. This offer is contingent upon you working full-time/part-time, onsite, on the Anschutz Medical Campus.

Hybrid This is not a remote position. This offer is contingent upon you working full-time/part-time, hybrid, on the Anschutz Medical Campus.  Your hybrid schedule must be arranged and approved by your supervisor.

Remote This is a remote position. If business needs change,

remote work arrangements may be impacted.

*[The next three paragraphs are OPTIONAL – use as appropriate]*

*[Moving reimbursement]*

Your relocation expenses are addressed in the enclosed *Moving and Relocation Expense Reimbursement* fiscal policy. You will be reimbursed for actual expenses, accompanied by the original receipts, up to a maximum of $\_\_\_\_\_\_\_\_ ***(alternatively*** *list only the items that are eligible for reimbursement)*. *(****Additional option****:)* Should you terminate your employment with the University prior to completing twelve months of service from your date of hire, you agree to pay back any relocation reimbursements paid to you or on your behalf.

*(You can include the url for the policy if desired :)*

[https://www.cu.edu/docs/moving-expense-procedures-and-resources](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cu.edu%2Fdocs%2Fmoving-expense-procedures-and-resources&data=05%7C02%7CLYNN.SULLIVAN%40CUANSCHUTZ.EDU%7Cc957eec076fc4a8c386908ddc970c2ce%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638888208332577091%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=vA%2BMWHL3ITb8WjlZPkMNRPw1%2BOFKss%2Bl0bi6P8F7i4A%3D&reserved=0)

*[Leave]*

Full-time Postdoctoral Fellow/Trainees are eligible for 12 days of vacation and 12 days of sick time per year, accrued in eight-hour increments at the end of each month. (Leave is pro-rated for part-time appointments and for partially-worked months.) Leave must be accrued before it can be used and requests for leave must be approved by your supervisor before the leave is taken. Leave usage is reported on a monthly basis to *administrator’s name,* unit administrator. Vacation and sick time can be carried over from year to year during the tenure of your appointment as a Postdoctoral Fellow/Trainee. Leave accrual is capped at 44 work days (or 352 hours) of combined sick and vacation leave. Upon termination of the 1438 postdoctoral appointment, leave is not paid out and unused leave at termination date will be forfeited. Remaining leave balances cannot be transferred to other regular job classification positions within the University of Colorado system. Postdoctoral Fellow/Trainees are eligible for 6 weeks of paid Parental Leave based on eligibility requirements outlined in [Research Postdoctoral Fellows/Trainees Policy1009A.](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/1000/1009a-research_postdoctoral_fellows_trainees.pdf?sfvrsn=ece652bb_2)

*[Policies of interest]*

Your continued employment is subject to compliance with the policies of the University and of the School of \_\_\_\_\_\_\_\_\_. You will be responsible for making yourself aware of applicable policies affecting your University business. The University policy for postdoctoral research fellows/trainees may be found on the Postdoctoral Office website at <https://www.cuanschutz.edu/offices/postdoc>. Other relevant policies may be found in the faculty handbook at <https://www.cu.edu/content/faculty-handbook> . You should pay particular attention to the University’s policy on Conflict of Interest and Commitment, including Intellectual Property, at <https://www.cu.edu/ope/aps/5012>. *[Add additional policies as appropriate.]*

All new employees are required to review the Code of Conduct at: <https://www.cu.edu/ope/aps/2027>

We are required to provide links to the following per [Administrative Policy Statement # 5002: Faculty Appointment Process.](https://www.cu.edu/ope/aps/5002)

During this appointment, you will be involved in *description of research studies.* (*Alternatively use:*The enclosed job description outlines the specifics of your appointment duties)*.* You will be provided an annual performance evaluation, as cycled per campus practice, with an opportunity for a potential salary increase that is dependent upon current campus policies, departmental funding availability, and your performance.

The following are additional terms and conditions applicable to your appointment. By state law or University policy, these terms must be included in this letter of offer.

1. State law specifically requires that you be an employee-at-will in your Fellow position and that the following paragraph be included verbatim in this letter of offer.

*Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of the contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination. The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.*

1. You agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, and conflict of interest policies, and all other policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and state law and university policies including the obligation to report known noncompliance.
2. As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This is in compliance with federal law and the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Read and comply with the posted campus IRCA and I-9 policies and submit your documentation to *administrator’s name*, department administrator, within three (3) business days of beginning employment at the University. Failure to submit proper documentation will result in the termination of this appointment.

*Alternatively, if appropriate, use the following paragraph:*

As a current employee or former employee at CU Anschutz) hired within the last 3 years, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

1. CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. For CU Anschutz-operated healthcare facilities or clinics that treat patients or involve human study subjects, you will follow University of Colorado Hospital’s vaccine and medical surveillance requirements and guidance. Individual CU Anschutz departments or programs may require vaccination against COVID-19 with Chancellor approval. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](https://research.cuanschutz.edu/ehs/home/divisions/occupational-health/oh-enrollment)
2. Internal Revenue Service (IRS) policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary in order to comply with IRS policy and to ensure that you are paid in a timely fashion.
3. The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail.
4. Once your appointment has been approved by the hiring authority within the School or College that is making this offer, the specific terms and conditions of your appointment, as described in this letter of offer, may be changed only by a duly executed written addendum to this letter of offer. The University may, however, make changes to its employment policies, which affect all employees or certain classes of employees, and these shall become effective without the necessity of a written addendum to this letter of offer.

By accepting this position, you agree to perform duties and responsibilities which are in the area of your expertise or academic interest, or are otherwise appropriate, and which are assigned to you consistent with your rights and responsibilities as a Postdoctoral Fellow/Trainee, and the policies and procedures of the University and of your academic unit.

By accepting this appointment, you agree to comply with all resolutions, rules and regulations adopted by the Board of Regents, and with policies and regulations adopted by the campus, department, school, college or other academic unit in which your appointment is made, consistent with the policies and procedures of the University and your rights and responsibilities as a Postdoctoral Fellow/Trainee.

By accepting this appointment, you consent to abide by the University’s policy of classifying Postdoctoral Fellows/Trainees in job code 1438 as employees and accepting the subsequent withholdings that allow for such classification, regardless of your funding source now or in the future. If you do not accept this policy, you may decline this offer and, at your request, the University will appoint you to an alternative, non-employee postdoctoral position.

Please notify me by *date, year*, of your willingness to accept this position by returning the signed letter to the Department of \_\_\_\_\_\_\_\_\_, (*or Division of \_\_\_\_\_, name of program, institute, center*), *departmental address.* We look forward to your acceptance of this offer and your contributions to the University.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE supervising faculty mentor’s name* Date

*& title*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE name & title* Date

[Division Head, Dept Chair, Director, if required]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE name & title* Date

[Hiring Signature Authority: Dean, or their designee, as appropriate for the School/College]

I accept this offer of the Postdoctoral Fellow/Trainee position described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE postdoc name* Signature Date