[Insert 1 Date]

[Insert 2 Postdoc’s Full Name & Address]

Dear [Insert 3 Name]:

We are pleased to appoint you to a Postdoctoral Fellowship at Temple University. Your participation in this fellowship program will strengthen the research capabilities of the school/college in which you are assigned as well as Temple University as a whole. We believe the experiences you gain will substantially enhance your career options.

**TERMS AND CONDITIONS OF THE POSTDOCTORAL FELLOWSHIP**

**Department in Which Research Is Required**

[Insert 4 Department] in the [Insert 5 School/College]

**Faculty Mentor in the Department**

Dr. [Insert 6]

**Period of the Award**

[Insert 7 Start Date] — [Insert 8 End Date]

Any change in start date must be approved in writing by your faculty mentor and the Dean of the Graduate School.

**Annual Salary**

$[Insert 9] paid in monthly installments and adjusted yearly to reflect Temple University’s compensation guidelines.

**Type of Service Required**

By accepting this appointment, you agree to participate in a full-time regimen of advanced training and research; engage in scholarship or creative work that results in publishable findings; and conform to ethical standards in research and scholarship. Your employment is contingent on sufficient funding and continued performance acceptable to Temple University and your faculty mentor. Your employment is renewable annually upon written agreement, provided successful review of a yearly evaluation. However, this appointment may not extend beyond five years at Temple University.

**Benefits Awarded**

You will be entitled to the standard postdoctoral fellow benefits, which include:

* A choice of medical plans, including prescription coverage for you and eligible family members (i.e., spouse and children under age 19)
* Dental coverage for you and eligible family members
* Two weeks’ paid vacation accrued over the course of the first year
* Up to 10 sick days a year
* Voluntary tax-deferred annuity plans (100% employee funded)

In addition, you will be eligible for up to $[Insert 10] for moving expenses upon presentation of original receipts. You will also be eligible for an annual professional travel allowance of $[Insert 11].

A complete explanation of Temple University’s benefit plans, as well as enrollment forms, will be made available to you when you attend our orientation program prior to your first day of employment.

**Employment Performance**

In the performance of your functions as an employee, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Policies and Procedures of Temple University**

This Postdoctoral Fellowship is subject to all policies and procedures of Temple University and its schools/colleges. Applicable policies may be examined in the Office of the Secretary or on Temple University’s policy website (http://policies.temple.edu). By signing and initialing each page of this appointment letter, you agree to be bound by these policies including, but not limited to, Temple’s Invention and Patent Policy and Guidelines for Research and Other Sponsored Activities. University policies are revised periodically, and you are responsible for adhering to the then current version as maintained by the Office of the Secretary.

**Proof of Citizenship or Authorization to Provide Service in the United States**

Federal law requires that all persons provide evidence of U.S. citizenship or, if you are a non-citizen, evidence of authorization to provide service in the United States. Temple University requires that Form I-9 be completed **in person** at Temple University **before** beginning service at the University. If you are a citizen, lawful permanent resident, or a non-resident alien, you must complete the I-9. Enclosed is a list of original documents you must provide to complete the I-9 form and verify employment eligibility.

Temple University is unable to pay any portion of a salary before you have completed the I-9 and other required forms. If you are on a non-immigrant visa and work prior to your official start date, such service may be considered “unauthorized employment” by the Immigration and Naturalization Service Act and a violation of status.

**INSTRUCTIONS FOR ACCEPTING THE POSTDOCTORAL FELLOWSHIP**

**Deadline to Accept the Postdoctoral Fellowship and Return Required Documents**

This appointment is contingent on your providing proof of completion of your doctoral degree with either an official transcript sent directly by the institution that conferred the doctoral degree; a copy of your diploma; or a letter from your institution stating that you have completed and successfully defended your dissertation. If you find this offer satisfactory, please indicate your acceptance by signing, dating, and returning this original letter and one of the enclosed copies; an additional copy is included for your personal files. This offer must be accepted within 20 days of the date of this letter, or the offer is null and void.

**Award Acceptance Deadline**

[Insert 12 Deadline Date]

If you anticipate any difficulty in returning your acceptance within the time required, please contact Chevonne DaSilvio-Nash, Project Manager of the Postdoctoral Fellows Office, by telephone, email, or fax prior to [Insert 12 Deadline Date].

Best wishes for success in your position as Postdoctoral Fellow at Temple University.

Sincerely,

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

Zebulon V. Kendrick [Insert 6 Faculty Mentor]

Associate Dean, Graduate School [Insert 5 Faculty Mentor's School/College]

**ACCEPTANCE**

**I accept the terms and conditions of appointment as contained in this offer, including, but not limited to, the requirement of assigning certain patent and other rights to Temple University.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Postdoctoral Fellow’s Signature Date

**RETURN ALL PAGES OF THIS DOCUMENT (the Original and one Copy) SIGNED AND INITIALED TO:**

Chevonne DaSilvio-Nash, MBA nashc@temple.edu

Project Manager, Postdoctoral Fellows Office Voice: 215-204-6587

Temple University Graduate School Fax: 215-204-7871

1803 North Broad Street, 501 Carnell Hall

Philadelphia, PA 19122-6095

CC: Kathleen Nogami, Director of Human Resources Payroll Management

[Insert 6], Faculty Mentor

[Insert 13], Dean of School/College

[Insert 14], Business Manager of School/College

[Insert 15], Department Chair

[Insert 16], Department Business Manager

Enclosures: [Insert 17]