Postdoc FELLOW - Position No. P0001

<Date>

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to offer you a postdoctoral fellow appointment at Virginia Commonwealth University. This appointment is a full-time position in the <DEPARTMENT, SCHOOL>. Your salary for this position will be <SALARY> for the period beginning <DATE> through <DATE>. The salary is established in accordance with VCU Guidelines. The appointment is only for the period indicated and will be renewed annually. The funding is <secure for the period of your appointment > or <secure until date> or <dependent upon extramural sources>.

This offer includes health insurance coverage in <insert the plan that you are offering and at what level {individual, spouse, child or family}>. The health insurance plan includes a $10,000 life insurance policy. You may enroll in the Tax Deferred Annuity (TDA) program through Human Resources but there will be no cash-match from the University. You are eligible for 20 days of paid leave per appointment year in addition to designated University holidays. These benefits terminate when your postdoctoral appointment ends.

Within 1 year of your appointment, you must provide to the Office of Postdoctoral

Services verification of having completed an approved educational program in responsible conduct of

research. For more information about postdoc policies, services and resources, please visit http://www.research.vcu.edu/postdoc/index.htm

The terms and conditions of your appointment are set forth in VCU’s Postdoctoral Policies and Procedures.

During your appointment you will enter an advanced training period designed to enhance your career development. You will participate on several projects <describe>. This training period is conducted under the mentorship of <VCU faculty member name>. We will finalize your assignment when you arrive at VCU.

If you have any concerns or questions about your appointment, please contact <Dr. >, your faculty sponsor. If this appointment is acceptable to you, please sign and return the original of this Appointment Letter to our office as soon as possible.

I hope that your association with Virginia Commonwealth University is pleasant and rewarding.

Cordially,

CHAIR’S NAME

Chair, <DEPARTMENT>

Enclosure

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Signature Date