Date

Dr. Name

Address

City, State, zip

Dear Dr. Name:

On behalf of the Name of Department, I am pleased to offer you the position of Postdoctoral Fellow. Details of the offer are outlined briefly below:

* Title: Postdoctoral Fellow, Postdoctoral Fellow - Teaching, or Postdoctoral Associate
* Salary: $XX,000 annually
* Professional Development/Travel Funds per year: (must indicate None if there are no such funds; this line cannot be deleted)
* FTE: 100%, Full-time, 12-month appointment
* Initial Appointment Period: date to date
* Tenure Status: Not eligible for tenure

OPTIONAL: The University will provide a moving allowance of [$XXXX.XX] to be paid after you become a University employee. A moving allowance is taxable compensation. Payment of a moving allowance is contingent upon return of a signed repayment agreement which addresses repayment in the event you do not remain employed with the University for a minimum of 2 years. Please refer to the moving allowance policy, HR 103, for more detailed information found: <https://www.umsystem.edu/ums/rules/hrm/hr100/hr103>

OPTIONAL: In addition, a hiring incentive of [$$$$$] will be paid to you after you begin your new position of employment.  This incentive is contingent upon your return of a signed Hiring Incentive Payment Agreement, which requires you to repay a specified amount of the incentive if you leave employment with the University within two years.  The policy on hiring incentives, HR 104, can be found online at <https://www.umsystem.edu/ums/rules/hrm/hr100/hr104>.  All incentive payments will be made through University payroll and included in your taxable compensation.

Name will serve as your faculty mentor, administer your postdoctoral training and review your progress annually. As a 12-month employee, you will be eligible for annual leave in accordance with CRR 320.070, as periodically amended. All leave must be approved by your mentor. Your responsibilities will be as follows:

Duties and training include: (describe nature of the work here, not just the area of work.)

Additional postdoctoral resources, professional development, and networking opportunities are available through the MU Postdoctoral Association (MUPA) ([gradschool.missouri.edu/postdoctoral-education/mu-postdoc-association](https://gradschool.missouri.edu/postdoctoral-education/mu-postdoc-association/)), Office of Postdoctoral Education ([gradschool.missouri.edu/postdoctoral-education/current-postdocs](https://gradschool.missouri.edu/postdoctoral-education/current-postdocs/)), MU Postdoc Handbook ([gradschool.missouri.edu/wp-content/uploads/2024/03/Postdoc-Handbook.pdf](https://gradschool.missouri.edu/wp-content/uploads/2024/03/Postdoc-Handbook.pdf)), and the Graduate School’s gradEssentials program ([gradschool.missouri.edu/grad-essentials](https://gradschool.missouri.edu/grad-essentials/)). In addition to these campus resources, the University of Missouri is an institutional member of the National Postdoctoral Association (NPA)([nationalpostdoc.org/general/register\_member\_type.asp](https://www.nationalpostdoc.org/general/register_member_type.asp?)) and the National Center for Faculty Development and Diversity (NCFDD) ([facultydiversity.org/?FSProgramDescription](http://facultydiversity.org/?FSProgramDescription)). As a University of Missouri employee, you are eligible for free membership and training from these associations.

All requirements for your doctoral degree must be completed prior to the initial start date of the position. The University also requires that we obtain an official copy of your highest awarded degree transcripts. Please contact your higher education institution to send your official transcript to **[INSERT name of individual who should receive the transcript, along with a mailing address and/or email address]**. The transcript must be sent directly to **[Insert Name of individual who should receive the transcript]** from the institution that awarded the degree; to be considered official they may not be sent to you first and then forwarded to the University. Your appointment is contingent upon verification of your degree.

As a benefit eligible employee at the university, you will be eligible to participate in a broad array of benefit programs that the University makes available.  Health, dental, vision, life and disability benefits become effective on your first day of full-time employment, provided you complete enrollment within the first thirty-one (31) calendar days of benefit eligible employment.  For specific information regarding University benefits, please visit the benefits website at [www.umsystem.edu/benefits](http://www.umsystem.edu/benefits) or contact the UM System Office of Human Resources at 573-882-2146.  Most programs will require a contribution on your part to participate.

You will be enrolled in the Defined Contribution Retirement Plan and are automatically enrolled to make a contribution of 8% of eligible compensation. The university will then make a matching 100% of your contribution, presently up to 8%, but this level may change in the future. You can adjust your contribution election at any time. For specific information regarding University retirement benefits, please visit the retirement website at www.umsystem.edu/retirement or contact the UM System Office of Human Resources at 573-882-2146.

On or before your first day of employment, you must make a decision regarding participation in the irrevocable 401(a) Supplemental Retirement Plan and/or irrevocable 403(b) plan.  Unlike other deferral options, once you have made this election it cannot be stopped or modified during your employment with the University. \*If you have previously been employed in any capacity with the University of Missouri, please contact UM System Office of Human Resources Retirement Department to determine eligibility to enroll in irrevocable plans.

Your appointment is subject to the rules, orders, and regulations of the Board of Curators. Your appointment is subject to the MU Office of Postdoctoral Education policies, found at: <https://gradschool.missouri.edu/postdoctoral-education/postdoctoral-policies/>. This appointment is a non-regular academic appointment, as referenced in the MU Faculty Handbook available at <https://mailmissouri.sharepoint.com/:b:/s/MUFacultyCouncil-Ogrp/EQNxiTuHao9CkAZgxleRdQMBqfKXe2ivlv17jVBEZQwMTw?e=f7pltu>. The Faculty Bylaws and Academic Tenure Regulations are online at: <https://www.umsystem.edu/ums/rules/collected_rules/faculty>

Employees are required to disclose outside activities and interests in compliance with the University’s policies regarding conflict of interest and conflict of commitment.  More information about the University’s conflict of interest policy and procedures is available at <https://coi.missouri.edu/>.

This appointment is for the definite term specified above and is renewable annually at the discretion of the University. Length of appointment may not exceed a total of five years. Circumstances affecting continued employment include, but are not limited to, work performance, fund availability, and educational priorities. No less than 30 days notice will be given if your appointment will not be continued past the annual renewal date: (Insert Month and Day of initial appointment period).

[*Remove this section if the candidate meets an international employee exception.*]

This offer, like all offers from the University, is contingent upon satisfactory reference reports and a successful background check.  You will receive an e-mail from Sterling, our background check vendor, to begin the background check process. It will contain the link to a secure website, where you will need to create a login and password.  Go to that website to authorize the background check and provide your personal information, e.g. date of birth and social security number, as soon as possible. For additional information related to this check, please see policy HR 504, which is located in the Human Resources Policy Manual available at <https://www.umsystem.edu/ums/rules/hrm/hr500/hr504>.

This offer is contingent on you providing proof of your identity and authorization to work in the United States. You will need to complete some hiring documents online, before beginning employment.  You will receive an email with specific instructions shortly.  The subject line will be University of Missouri New Employee Information.

On or before your first day of employment, please bring proof of identity and eligibility to work in the United States to New Employee Registration, located at 325 Jesse Hall, hours of operation are 8:00 a.m. to 4:00 p.m. This information is required for I-9 purposes.  For a complete list of eligible documents see <http://www.uscis.gov/files/form/i-9.pdf> . Failure to do so may result in a delay in your pay.

This letter constitutes the full terms of the University’s employment offer and supersedes all other representations, either written or oral, which may have been made to you. If you accept this offer of employment, your appointment will be subject to all rules, orders, and regulations of your home department, Office of Postdoctoral Education, University of Missouri, and the Board of Curators (http://provost.missouri.edu/faculty/).

I am impressed with your skills and credentials. Your background and experience are an excellent match for this postdoctoral position, and I look forward to your arrival. If you have any questions about your appointment, please contact me at [email and/or phone].

Sincerely,

|  |  |  |
| --- | --- | --- |
|  |  | |
| Faculty Name, PhD  Title | | Chair’s Name  Department Chair |

To confirm the acceptance of this position under the terms and conditions set forth in this agreement, please sign and return the original letter to the address above.

[NINE-MONTH APPOINTMENTS ONLY:]As a faculty member with an annual appointment but working for nine months, you have the option to be paid in nine or twelve monthly installments.

I elect to receive my pay in (select one)

\_\_9 monthly installments

\_\_12 monthly installments

*By my signature, I accept and agree to employment with the University on the terms stated in this letter and the attached terms and conditions. I understand and agree that my employment is subject to the rules, orders, and regulations of the University of Missouri. I commit to following the University Code of Conduct.*

*I attest that I have not been found in violation of Title IX or any other anti-discrimination law or policies or disciplined for any misconduct at any institution where I have been employed. Additionally, there are not any pending investigations for alleged violation of Title IX or any other anti-discrimination law or policies or any misconduct at any institution where I have been employed. Furthermore, I have not entered into any agreement regarding the dismissal of a report or complaint related to Title IX, any other anti-discrimination laws or policies, or other claims of misconduct at any institution where I have been employed.*

*I understand that failing to provide full and truthful information, including failure to report any violations, disciplinary actions, pending matters, or agreements referenced above can result in dismissal by the University of Missouri.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
| Signature | | Date | |