**SAMPLE POSTDOC APPOINTMENT/REAPPOINTMENT LETTER**

**(Only for Appointments and Reappointments Beginning on**

**July 1, 2023 or a Date During FY 2023-2024)**

(Updated June 20, 2023)

***Notes:***

*Initial Appointment Terms and Reappointments*

* *An initial appointment shall normally be for two years, provided there is sufficient funding for the entire two-year appointment.*
* *If there is insufficient funding for a two-year appointment, the initial appointment shall normally be for one year.*
* *Reappointment shall be at the discretion of the department, principal investigator or supervisor and shall normally be for one year, but may exceed one year at the discretion of the department, principal investigator or supervisor.*
* *There may be instances where appointments or reappointments of less than a two year or one year term will be appropriate or necessary. In such instances, appointments or reappointments of less than a two year or one year term may be made at the discretion of the principal investigator or supervisor.*

*Salary Requirements for FY 2023-2024, FY 2024-2025 and FY 2025-2026*

* *“Effective July 1, 2023, the minimum salary for negotiations unit employees shall be $56,963 for a calendar year appointment. Salaries for negotiations unit employees on academic year appointments shall be subject to University conversion guidelines. All negotiations unit employees employed in a position covered by this Agreement as of June 30, 2023, whose salary exceeds the minimum shall receive a 8.5% salary increase or an increase provided by the funding source, whichever is greater. All negotiations unit employees employed in a position covered by this Agreement as of June 30, 2023 whose salaries are below the minimum salary shall receive the greater of the minimum salary, a salary increase of 8.5%, or an increase provided by the funding source.”*
* *Effective July 1, 2024, the terms set forth in the above first bullet shall apply except that the minimum salary shall be $61,805 for a calendar year appointment and the applicable percentage increase shall be 8.5%.*
* *Effective July 1, 2025, the terms set forth in the above first bullet shall apply except that the minimum salary shall be $63,968 for a calendar year appointment and the applicable percentage increase shall be 3.5%.*
* ***In April of each fiscal year, the Office of University Labor Relations (“OULR”) will publish and disseminate to all units a template addendum letter to be issued to all unit members with appointments continuing into the next fiscal year which covers the required increases effective on July 1 of such fiscal year, as well as a revised postdoc appointment/reappointment letter for use in each subsequent fiscal year.***
* ***Please contact OULR (***[***oulr@oulr.rutgers.edu***](mailto:oulr@oulr.rutgers.edu)***) to further discuss any contemplated increase to a unit member’s salary provided by the funding source which will be effective on a date other than July 1 and compliance with the above salary requirements.***

On the recommendation of Professor [*Insert name*] in the Department of [*Insert department/program*], I am pleased to offer you an appointment as a [*Insert “Post-Doctoral Associate”; for Class 1 employees assigned to schools, departments, and units that were part of the University of Medicine and Dentistry of New Jersey prior to the 2013 integration, “Post-Doctoral Fellow” may be inserted*] on a(n) [*Insert academic year or calendar year*] basis for the period of *[Insert begin date*] through [*Insert end* *date*] [*If applicable, insert*: *This position is contingent upon satisfactory completion of Ph.D. Degree*.]

[***For initial post-doc appointments commencing on July 1, 2023 or a date during FY 2023-2024 only****, insert the following. Delete if this is not an initial appointment.]* Your salary is [$*Insert a salary that is at least equal to or greater than the minimum salary for FY 2023-2024 which is $56,963 CY.*] [*Insert the following for appointments that continue on July 1, 2024 and during Fiscal Year 2024-2025. Delete if the appointment ends on June 30, 2024 or before.*] An addendum to this appointment letter will be issued prior to July 1, 2024 which will advise of any applicable salary increase effective on such date.

[***For post-doc reappointments commencing on July 1, 2023 or a date during FY 2023-2024****, insert the following provided the individual was in a post-doc position on June 30, 2023. Delete if this is an initial appointment.]* Your salary is [$*Insert salary*].[*For post-docs whose salary prior to July 1, 2023 exceeded $56,963 (CY), insert a salary that reflects at least an 8.5% increase. For post-docs whose salary prior to July 1, 2023 was below $56,963 (CY), insert a salary that reflects the greater of the following: (i) an increase to last year’s salary which results in a new salary of $56,963 (the minimum salary); (ii) a salary increase of 8.5% to last year’s salary; or (iii) an increase by the funding source.*][*Insert the following for appointments that continue on July 1, 2024 and during Fiscal Year 2024-2025. Delete if the appointment ends on June 30, 2024 or before.*] An addendum to this appointment letter will be issued prior to July 1, 2024 which will advise of any applicable salary increase effective on such date.

Your duties will be to [*Insert description of duties/project name(s)*] under the direction of Professor *[Insert PI name*]. [*If grant-funded, insert: This is a grant-funded appointment contingent upon the availability of funds to support it*]. [*If on a visa, insert: This appointment is also contingent upon the appropriate visa status*].

[***For New Employees Only; delete if not applicable***] The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees.  This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment.  Accordingly, please present the required documents to [*Insert name of a specific individual in the department*] no later than [*Insert date*]. You must complete an Employment Eligibility Verification Form (Form I-9) and other required payroll forms by your appointment begin date.

[***For New Employees Only; delete if not applicable***] This offer of employment is contingent upon compliance with the University’s COVID-19 vaccination requirements.  The University requires all new employees to provide proof that they are fully vaccinated prior to commencement of employment, unless the University has granted the employee a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States or a vaccine that has been listed for emergency use by the World Health Organization. As of May 16, 2023, booster doses are only required if the individual falls within the definition of a “Covered Individual” set forth in University Policy 100.3.1. By signing this offer letter of employment, you agree to provide proof to the hiring manager that you are fully vaccinated against COVID-19 or have received a medical or religious exemption prior to your first day of employment. Failure to do so will result in recission of this offer of employment. You will receive an email with instructions to upload your vaccination card and/or to apply for a medical or religious exemption.

[***For New Employees Only; delete if not applicable***] In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify.  E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.  In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe.  If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations.  For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at [https://www.nj.gov/labor/forms\_pdfs/EmployerPosterPacket/MW-400.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Fforms_pdfs%2FEmployerPosterPacket%2FMW-400.pdf&data=04%7C01%7Csbaradhi%40oq.rutgers.edu%7Ce104349f60f74c14526d08d9b9aa687b%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637744963803627192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BWE4YCwkxJZYToThA83ki%2FMkx6mreAImr295fJz5WqQ%3D&reserved=0).

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement that is in effect from July 1, 2022 through June 30, 2026, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

As a member of the University community, you will be expected to abide by departmental and University regulations, policies and procedures. In addition, as a Rutgers employee you are required to participate in employee training as part of your appointment and without additional compensation. Completion of all training required by the University is a condition of employment. This includes, but is not limited to, ethics training, training on unlawful harassment and other policies, statutes and regulations governing the workplace. For more detailed information on ethics compliance and unlawful harassment, please visit the New Employee website at <http://gettingstarted.rutgers.edu/>. [*If applicable, insert details about any departmental/unit training/orientation*]

We encourage you to take advantage of the resources and professional development opportunities offered through [Rutgers’ Office of Postdoctoral Affairs](http://postdocs.rutgers.edu/). Reporting to the [Office of the Executive Vice President for Academic Affairs](http://academicaffairs.rutgers.edu/), and committed to advancing the University’s mission to conduct cutting-edge research and advanced training, the Office of Postdoctoral Affairs supports postdoctoral researchers and their faculty mentors by providing a central hub for professional development, knowledge sharing, and community building opportunities. The Office relies on strong partnerships with units across Rutgers to provide central coordination of information and opportunities relevant to all postdocs, helping them make the most of their time here at Rutgers.  Specifically, Office staff:

* Act as a main contact for postdocs and help them navigate postdoc life at Rutgers by providing information through [information and welcome sessions](http://postdocs.rutgers.edu/monthly-activities) and referrals to campus representatives and relevant institutional contacts across the university
* Host career development workshops and other activities, open to all postdocs, and encourage postdocs to take advantage of professional development opportunities offered within and outside of Rutgers
* Help postdocs build community and expand their professional networks, starting internally, by creating opportunities for postdocs to connect with their colleagues across Rutgers

[***For New Employees Only; delete if not applicable***] This offer is contingent upon successful completion of all pre-employment screenings. You will receive an email from HireRight [noreply@hireright.com](mailto:noreply@hireright.com) with a link and instructions for you to submit your personal/employer information.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert a specific individual*] at [*Insert address*] on or before [*Insert date*]. A copy of this letter is enclosed for your records. We look forward to working with you.

Sincerely,

Dean [*Insert Name*]

I accept this offer:

Signature Date

c: [*Department/Program*]