**Last Updated: February 2016**

DATE

NAME

ADDRESS

Dear Dr. NAME,

This letter constitutes a formal offer of employment as a Post Doctoral Associate in the Department of DEPT NAME, College of COLLEGE NAME at the University of Florida.

Your appointment as a Post Doctoral Associate will be full time **(1.00 FTE)** with a biweekly rate of $. The appointment will begin on DATE. Pursuant to University Regulations, your appointment is classified as OPS (temporary employment). Be advised that UF Regulation 7.003 requires that post-doctoral associate appointments extend no further than 4 years from the appointment date. In your case, that date would be **(DATE 4 YEARS PLUS ONE DAY FROM APPOINTMENT)**. Your appointment may terminate sooner depending upon funding, misconduct and/or satisfactory performance, but it will not extend beyond **(DATE)**.

Post Doctoral Associate appointments are non-tenure accruing. Time spent in post doctoral appointments will not count toward continuous employment or tenure eligibility should you be subsequently appointed to a non-OPS position.

This offer of employment is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education. In conjunction with education verification, an official copy of your transcript for your highest degree must be submitted by **MM/DD/YYYY** or prior to the start of your employment. Official transcript must be either delivered in a sealed envelope to **XXXXXX** or emailed directly from the institution to **xxxxx@ufl.edu**. Degree acquired from a non-US institution must be evaluated by an education credentialing agency approved by National Associations of Credentialing Evaluation Services (NACES).

Additionally, under the Immigration Reform and Control Act of 1986, the University of Florida is required to verify the identity and work authorization of all new employees. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of employment, you must complete Section 1 of Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law; your appointment will be terminated until you can provide such documentation.

**DUTIES AND RESPONSIBILITIES: (Insert job duties and other responsibilities associated with this appointment. Please also include funding source as applicable. Also include any special conditions applicable to the position.)**

Full-time University of Florida Post Doctoral Associates earn 5 hours of personal leave on a biweekly basis. Leave is accrued on a pro-rated basis equivalent to time paid in a biweekly pay period. Supervisory approval should be requested and obtained prior to using leave. In addition, you will be paid for all UF Holidays as well as four personal leave days in proportion to your FTE which shall be taken between December 26 and December 31.

You may be eligible to participate in the FICA Alternative Plan and other deferred retirement plans. Information about the FICA Alternative Plan and deferred retirement plans may be reviewed on the following HRS website: <http://www.hr.ufl.edu/retirement/voluntary/default.asp>

If you wish to pursue outside activities/employment, or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) and obtain written approval of your supervisor before engaging in outside activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest. To download a copy of the Disclosure of Outside Activities and Financial Interests Form please refer to the website at the following link: <http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf>

You may be eligible for state or university benefits. To determine your eligibility, please review the benefits eligibility chart located at <http://hr.ufl.edu/benefits/new-employees/eligibility-and-enrollment>. Eligibility for state plans is determined by People First based on certain criteria. Prior State of Florida service may impact eligibility for benefits with this appointment. If you have questions regarding eligibility, please contact People First at 1-866-663-4735, or University Benefits at (352) 392-2477 or benefits@ufl.edu. Please note, enrollment in benefit programs is not automatic. If eligible, you will have 60 calendar days from your hire date to enroll in benefits. Please visit <http://hr.ufl.edu/benefits> for plan information and enrollment instructions.

I would also like to call your attention to the Office of Postdoctoral Affairs (http://postdoc.aa.ufl.edu) which may be a valuable resource for you during your employment at the University of Florida.

In performance of your appointment, both you and the College are subject to the Constitution and laws of the State of Florida, and the rules, regulations and policies of the Florida Board of Governors, the Board of Trustees and the University of Florida.

All new employees of the University of Florida are required to participate in the direct deposit payroll program for the deposit of their biweekly paychecks. A direct deposit form will be provided to you during your payroll sign-up appointment.

Please indicate your acceptance of this offer and conditions by signing below.

Please feel free to contact me if you have any questions. We look forward to you joining our team.

Sincerely,

INSERT NAME

INSERT TITLE

I understand and accept the conditions of this offer of employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_