

## Sample Letter for Post Doctoral Research Associate Appointments

*Items in bold may be tailored for your department.*

Dear Dr. :

**The faculty in the Department of (*name of department*) at the University of Nebraska-Lincoln were very pleased to meet you during your visit on (*date of visit*). We feel there are several ways you will be able to contribute to our department and that some excellent research opportunities exist for you here in Nebraska.**

We are pleased to offer you a Special Appointment as a Post Doctoral Research Associate in the (**name of department**) at UNL for an appointment term beginning on **XX/XX/200X** and terminating on **XX/XX/200X**, subject to the terms and conditions for Professional Staff employment by Special Appointment as set forth in Chapter III and IV of the Bylaws of the Board of Regents of the University of Nebraska (found online at [http://www.nebraska.edu/board/board\\_bylaws.shtml](http://www.nebraska.edu/board/board_bylaws.shtml)).

A Special Appointment is not a tenure leading appointment, and your employment will terminate without further notice from the University on the termination date stated above in this letter of offer. Note, however, that Section 4.4.8 (g) of the Bylaws of the Board of Regents states: “..in the event a Faculty Research Appointment is funded in whole or in part by funds from a specific source external to the University, such as a research grant, and such funds are reduced or discontinued, then the Faculty Research Appointment may be terminated by the University by giving the appointee at least 90 days written notice of the date of termination.”

Post Doctoral Research Associates may be appointed for a maximum of five successive years at the University of Nebraska. (*OR this paragraph if the initial appointment is for less than a 5 year period.*) Although future employment by the University after termination of your Special Appointment cannot be presumed in any manner, the University may in the exercise of its sole discretion offer you such future employment, assuming satisfactory performance by you as evaluated by your supervisor and the chair, and approval of any future appointment in accordance with the requirements of Section 3.2 of the Bylaws of the Board of Regents of the University of Nebraska. Note, however, that Post Doctoral Research Associates may be appointed for a maximum of five successive years at the University of Nebraska.

The fiscal year salary for this position is **\$XX,XXX**. This amount is payable in twelve equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. You will receive your first check on or about (last day of the month appointment began), **200X**. You will be paid a negotiated fee for any assigned work performed beyond the duties concomitant to your appointment.

Information on benefits available to Post Doctoral Research Associates at the University of Nebraska can be accessed at the following website:

[http://www.nebraska.edu/hr/hr\\_benefits.shtml](http://www.nebraska.edu/hr/hr_benefits.shtml). Post Doctoral Research Associates do not qualify for retirement benefits. If you have questions about them or about your eligibility to participate, please contact the Benefits Office, Room 32, Canfield Administration Building, (402) 472-3101.

This offer is contingent upon your ability to legally accept the employment in this letter. For persons not citizens of the United States, this may require securing the appropriate employment authorization from the United States Citizen and Immigration Services to assume this position. If you need assistance in obtaining the appropriate visa clarification, please contact me.

**Your duties will include the development of quality research supportive of the department's graduate program, and other assignments related to your duties as determined by the supervisor and/or the chair.** Your appointment shall consist of the following apportionment of your responsibilities: \_\_\_\_\_ FTE research and \_\_\_\_\_ FTE teaching. **(Distribute 100% of FTE into appropriate categories.)**

*(The following paragraph may be included based on policy of the grant and the hiring department.)* The College will reimburse you for actual expenses incurred in transporting household goods from **(city moving from)** to Lincoln in an amount not to exceed **\$X,XXX**. If you will be using a commercial moving company, please contact our office prior to making arrangements. The University has contracts established with certain vendors and our purchasing department can assist with the arrangements.

If you have any questions about this offer, please call me at **(supervisor or chair's phone number)**. We are looking forward to having you join the department. This letter is sent in duplicate. If the offer is acceptable to you, please sign and return one copy to me by **(due date)**. This offer will no longer be effective after that date.

Sincerely,

\_\_\_\_\_  
**(name)**, Supervisor

\_\_\_\_\_  
**(name)**, Chair  
**(name of department)**

\_\_\_\_\_  
**(name)**, Dean  
**(name of college)**

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_