

Date

[**Fellow's Full Name**]

[**Fellow's Address**]

Dear [**Fellow's Name**]:

I am pleased to offer you a position as a Postdoctoral Fellow in my laboratory at University of South Alabama Department of [**Department Name**] subject to the conditions identified further below. We are pleased that you will be a part of the University of South Alabama Jaguar community and look forward to your arrival.

As a postdoctoral fellow, you will be subject to the applicable policies and procedures of the University. This letter formalizes our mutual understanding and outlines the specific guidelines and expectations:

1. **Salary:** The postdoc salary will be **\$61,008**, as currently mandated by the Whiddon College of Medicine.
2. **Benefits:** See the Benefits section in the Office of Postdoctoral Education Handbook effective 6/01/2017 found at <https://www.southalabama.edu/departments/postdoctoraleducation/handbook.html>.
3. **Duration of Employment:** You understand that employment is for a consecutive 12-month working period (of an expected overall time commitment of 4 years), with evaluation of performance prior to renewal each year. Prior to the completion of each year of employment, you and I will discuss all relevant issues (research contributions, productivity, effort, commitment) and determine whether renewal for the next year is justified and recommended. University guidelines require that all renewals occur on a yearly basis. It is understood that renewal of employment is also based upon the available research funds.
4. **Termination of Employment:** If you wish to resign your appointment prior to the end of an appointment period, you must notify me in writing. It is expected that you will provide at least one month's notice. Your appointment may be terminated by USA prior to the end of an appointment period by USA providing at least a three-month notice in writing, unless circumstances are deemed to merit immediate termination, including but not limited to cases of fraud or research misconduct.
5. **Mediation of the Position:** Any and all issues related to the termination of employment shall be mediated by and through the Office of Postdoctoral Education.
6. **Expectations of this position:**
  - **Professionalism:** You are expected to act in a professional and respectful manner at all times.
  - **Commitment / Effort:** You are expected to perform your duties with a full 100% commitment and effort to research.
  - **Teamwork:** You must work in a collaborative fashion with all researchers within the Department of [**Department Name**]. This may include participation with several PI's on multiple related projects, performing selected research to further the efforts of the group.
  - **Honesty/Integrity:** SCIENTIFIC MISCONDUCT WILL NOT BE TOLERATED. All experiments and daily activities will be accurately and honestly recorded in a log book, which is the sole property of the University of South Alabama. Lab books are NOT allowed outside of the research facilities.
  - **Punctuality:** You are expected to be punctual and on time for daily activities, including laboratory meetings, presentations and other research group activities.
  - **Research Training Expectations:** a brief description of the Research Focus & training objectives is attached.
7. **Intellectual Property:** All experiments and results obtained shall be recorded daily in the log book. Supplementary data (data, charts, graphs etc.) that are maintained in the computer system shall be secured daily. It is illegal to remove laboratory data from the department for any purpose, and if such activities are discovered, this will be grounds for termination of employment and possible criminal prosecution by authorities.
8. **Working Schedule:** The schedule and actual hours worked will depend upon the experiments being performed. You understand that there is flexibility to the working schedule depending upon the experiments being performed. Fellows are provided with a total of 30 days paid time off annually which will be available for use for vacation days, official holidays, and sick days as needs indicate. 30 days begin on January 1 and are prorated based on start dates throughout the year. There is no accrual of time from year to year. Holidays and other time off shall be mutually discussed with me in advance and I have final approval of any request.

- 9. **US Citizenship and Immigration Services:** All employees must prove eligibility to work in the U.S. legally, and are in compliance with all US immigration regulations. Note that this offer for training at the University of South Alabama does not imply any commitment to the Fellow for other visa or permanent residency sponsorship.
- 10. **Relocation Expenses (OPTIONAL):** I would be pleased to reimburse your relocation expenses up to a maximum of \$1,500. Note: Reimbursement for expenses related to relocation is considered compensation and is thus taxable income.

This offer is contingent upon verification of the terminal degree and a satisfactory background check. It is your responsibility to provide original transcripts from your institution prior to your arrival at the University of South Alabama. Further, under Federal Law, the University of South Alabama may only employ individuals who are legally able to work in the United States. Documentation establishing this eligibility must be made available to the University during the first three business day of your appointment.

If this proposal is acceptable, please sign and return this letter to me as acknowledgment within the next week. I look forward to your joining the Department of **[Department Name]**.

Sincerely,  
 Mentor: \_\_\_\_\_  
 Mentor Title: \_\_\_\_\_  
 Department: \_\_\_\_\_

Enclosure

cc: Office of Research Education and Training (COM/MCI)  
 Office of Postdoctoral Education  
 Office of Research Compliance and Assurance  
 Immigration Coordinator, University of South Alabama Office of International Education  
 (for foreign nationals only)

APPROVED: \_\_\_\_\_  
 Mentor's Signature  
 \_\_\_\_\_  
 Title

APPROVED: \_\_\_\_\_  
 Associate Dean for Research Signature  
 \_\_\_\_\_  
 Title

APPROVED: \_\_\_\_\_  
 Chair's signature  
 \_\_\_\_\_  
 Title

Position Accepted: \_\_\_\_\_  
 Postdoctoral Fellow Signature

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

Expected Start Date\*: \_\_\_\_\_

\* The position cannot start unless the terminal degree has been verified and a satisfactory background check is received.