

**POSTDOCTORAL TRAINEES OFFER LETTER AND AGREEMENT**  
**Revised June 2018**

[DATE] [Insert the date after the dean has signed the letter.]

[CANDIDATE'S TITLE & FULL NAME] [ADDRESS]  
[ADDRESS]

Re: Offer Letter and Agreement

Dear [TITLE & LAST NAME]:

On behalf of the [SCHOOL/COLLEGE] and the [DEPARTMENT of], we are pleased to offer you an appointment as a Postdoctoral Fellow [OR, IF STIPEND IS LOWER THAN THE BASE LEVEL, EXPRESS THE APPOINTMENT AS THE COMMENSURATE PERCENTAGE: we are pleased to offer you an appointment as a Post-doctoral Fellow, X% time]. Your initial appointment is for one year and will begin on [START DATE] and is expected to extend through [END DATE].

Your salary will be [\$\_\_\_] for the term of this appointment, which is contingent upon your satisfactory performance and the availability of funding. [INCLUDE IF APPLICABLE: At least a major portion of your salary is supported by grant/contract funds. This means that your appointment is specifically conditioned on subsidy and is subject to Sections 2.51.01.120 and 2.51.01.130 of the Wayne State University Code Annotated. Any renewal or extension of assignment is dependent upon your satisfactory performance and upon the continuation of the subsidy. Should the subsidy be terminated or reduced, there is no direct, indirect, or implied commitment by the Department, the School, or the University to continue your appointment, including both salary and any fringe benefits, beyond the cessation of, or reduction in, the subsidy.]

This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked.

You will be responsible to the Dean and by his or her delegation to the [MENTOR/PI NAME]. Your duties, which will be subject to periodic review, include the following: [DESCRIPTION OF WORK DUTIES - INCLUDE AT LEAST SIX SPECIFIC DUTIES BASED ON THE PROJECT AS WELL AS:]

- Attend seminars, meetings and workshops appropriate for your career stage.
- Participate in career development along with the mentor and mentoring committee.

[NAME]

Page Two

The personnel policies that apply to your classification are covered in the Wayne State University Personnel Manual for All Non-Represented Employees (Non-Rep Manual). A copy of the current Non-Rep Manual is available at <http://www.hr.wayne.edu/avp/pdfs/nrmanual.pdf>. In addition, you will be subject to the general obligations and responsibilities that are applicable to all Postdoctoral Trainees, which can be found in the attached Postdoctoral Trainee Guiding Principles.

**[INCLUDE IF APPOINTMENT IS GREATER THAN 50%:** This position offers a substantial and valuable body of fringe benefits, including a choice of medical insurance programs, free and optional low-cost life insurance, short-term disability benefits, long-term disability benefits (when eligible). Additional information regarding the benefits offered to Postdoctoral Trainees can be found at the University's Total Compensation and Wellness website at [www.hr.wayne.edu/tcw/benefits/index.php](http://www.hr.wayne.edu/tcw/benefits/index.php), as well as in the Non-Rep Manual.]

**[INCLUDE IF APPOINTMENT IS LESS THAN 50%:** Appointments of less than 50% time carry no associated University fringe benefits.]

In anticipation of your affirmative response, we enclose certain personnel forms that should be completed and returned with your acceptance. This will facilitate the timely processing of your appointment and related benefits. **[INCLUDE FOR NON-IMMIGRANTS: Please provide a credential evaluation.]** **[INCLUDE IF APPLICABLE:** Also, if you have not already provided one, please provide an official copy of the academic transcript that reflects your highest earned degree; that copy should be mailed directly to the University by the institution that conferred the degree.]

In addition, federal law requires that you provide evidence of employment authorization. Your employment authorization must be done by completing an I-9 online before your first day of service with the University; instructions for completing the I-9 are included with this letter. You must also bring original documentation that establishes your identity and employment eligibility with you on your first day of service. Please be aware that the University will be unable to pay you for any work you perform prior to your compliance with this federal regulation, and any such work will have been performed as a volunteer. If you are on a non-immigrant visa and work prior to your official start date the work will be considered to be "unauthorized employment" by the US Bureau of Citizenship and Immigration Services, which is a violation of status and basis for termination. If you are not a citizen of the United States or a lawful permanent resident, this appointment is contingent upon your holding and maintaining approved employment authorization by the US Bureau of Citizenship and Immigration Services. If you are a non-immigrant alien you need to update this process in the **[NAME OF DEPARTMENT]** prior to each assignment. If you are a citizen or permanent resident of the United States and if you have completed the I-9 process at the University within the last three years, you will have already completed this requirement.

The effective date of your appointment will be contingent upon the completion of these preappointment conditions, as well as your acceptance of this Agreement. This is a non-tenure track appointment, carries no presumption of renewal or continuing tenure, and is subject to the

discretion of the President or his/her designee. This offer may be modified only in writing, signed by a University official as authorized by University policy, and may not be modified or altered by any oral statements or representations.

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually. This document is posted on the Wayne State University Police Department website, [www.police.wayne.edu/](http://www.police.wayne.edu/), on the Dean of Students Office website, [www.doso.wayne.edu/](http://www.doso.wayne.edu/), and on the Office of the General Counsel website, [www.generalcounsel.wayne.edu/](http://www.generalcounsel.wayne.edu/). It can be downloaded from any of these three sites. Please take a few moments to read it carefully. It provides an overview of Wayne State's public safety resources, policies and procedures. This report also provides information on how you can prevent crime and increase your safety and security on campus, so please take a few moments to carefully review it.

If, as we hope, you find this offer to be satisfactory as presented, please indicate your acceptance by signing and dating this Agreement and returning the originally signed agreement, along with the required personnel forms, to **[RETURN ADDRESS]**. We recommend that you keep a copy of the signed agreement and completed personnel forms for your records. If we do not receive your signed acceptance within 30 days from the date of this letter, this offer shall be rescinded and become null and void.

We look forward to you joining the Wayne State University community, and to working with you in the future.

Sincerely,

\_\_\_\_\_  
**[FACULTY MENTOR'S NAME] [TITLE] [DEPARTMENT]**

\_\_\_\_\_  
**[CHAIR'S NAME]**

**[TITLE] [DEPARTMENT]**

**[DEAN'S NAME] [TITLE]**

**[DEPARTMENT]**

Encls.

I accept the terms and conditions of this agreement

\_\_\_\_\_  
**[CANDIDATE'S NAME]**

\_\_\_\_\_  
Date