**University of Pittsburgh Schools of the Health Sciences**

**Office of Academic Career Development**

**SAMPLE STANDARD OFFER LETTER**

**INTERNATIONAL POSTDOCTORAL ASSOCIATE**

***MUST BE PRINTED ON UNIVERSITY OF PITTSBURGH LETTERHEAD***

Date

Dear Dr. \_\_\_\_\_\_\_\_\_:

**[MANDATORY INFORMATION]**

It is my pleasure to offer you a position as an International Postdoctoral Associate in the School of **\_\_\_\_\_\_\_\_\_\_**, Department of **\_\_\_\_\_\_\_\_\_\_** at the University of Pittsburgh for an initial term of **\_\_\_\_\_\_\_\_\_\_** year(s) effective **\_\_\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_**.    Your initial appointment in my laboratory will be a full time (100%) appointment with an annual base salary of \_\_\_\_\_ to be ­­funded by \_\_\_\_\_\_\_\_\_\_\_\_\_(Insert source of funds, for example: 2 R01-EY11111). Currently, it appears that these funds are available throughout the time period stated above. If funding is discontinued or no longer available during the stated time period, it is understood and agreed that the appointment shall end with the funding. In addition, you will be eligible to receive a benefit package for Postdoctoral Associates as outlined by the University of Pittsburgh, Department of Human Resources ([**Faculty & Other Academics Benefits Orientation webpage**](https://www.hr.pitt.edu/new-employees/new-to-pitt/faculty-orientation) ).

**[MANDATORY INFORMATION]**

**[Insert description of research project, duties, expectations and other responsibilities related to teaching, supervision, and performance evaluations]** and any other assignments that I, as the principal investigator, may request.

**[MANDATORY INFORMATION]**

The University of Pittsburgh [Guidelines for Postdoctoral Associates and Scholars](http://www.provost.pitt.edu/sites/default/files/GuidelinesForPostdoctoralAssociatesAndPostdoctoralScholars2018.pdf) are attached. As an International Postdoctoral Associate, you will be expected to have knowledge of, and meet, all standards and practices in these guidelines. Except as otherwise provided in the Guidelines, the decision to renew your position will be determined at least 90 days prior to the end date of the contract. Renewal of your appointment will be based on continued availability of funding and satisfactory performance.

**[MANDATORY INFORMATION]**

As an Postdoctoral Associate, it will be your responsibility to comply with University guidelines for the conduct of research and scholarly activities, including completion of research-related training requirements and other requirements, including but not limited to: Sexual Harassment Training ([Online Trainings | Office for Equity, Diversity, and Inclusion | University of Pittsburgh](https://www.diversity.pitt.edu/education/online-trainings), Responsible Conduct of Research (<http://cme.hs.pitt.edu>) and Research Conduct and Compliance ([Training | Office of Research Protections | University of Pittsburgh](https://www.rcco.pitt.edu/training)).

**[MANDATORY INFORMATION]**

Your appointment is contingent upon receipt of appropriate employment authorization from the U.S. Citizenship & Immigration Services (USCIS) within the U.S. Department of Homeland Security and/or the U.S. Department of State. This appointment is further contingent upon the receipt of an objective measurement of your English language proficiency. We will work with you to ensure receipt of the information necessary to proceed with the Office of International Services (OIS) at the University of Pittsburgh on your behalf for processing of the required employment authorization. For more information about OIS, please refer to their website at [www.ois.pitt.edu](http://www.ois.pitt.edu).

**[OPTIONAL INFORMATION – ONLY IF POSTDOC WILL COME IN CONTACT WITH CHILDREN]**

This offer is contingent on you satisfactorily obtaining and passing the following prior to commencement of employment: 1. Pennsylvania Department of Human Services Child Abuse Clearance; 2. Pennsylvania State Police Criminal Record Check; 3. FBI Criminal Record Check. The clearances application process is conducted online through our vendor, ProVerify powered by Application Verification. A link to the application with detailed instructions will be sent via the email address you provided to your department. You should immediately start the process of obtaining these three clearances and background checks once you receive the email from ProVerify powered by Application Verification. More information can be found on the OHR website: <https://www.hr.pitt.edu/clearances-training/clearance-instructions>

**[MANDATORY INFORMATION]**

The **Center for Postdoctoral Affairs in the Health Sciences** provides a variety of programs and opportunities to ensure that your postdoctoral experience is enriching intellectually and also prepares you for transition to a successful independent career. You are required to attend a **Career Development Orientation** provided by the Center for Postdoctoral Affairs. You will receive an invitation via your University of Pittsburgh email account shortly after your start date. One important component of your career development process is for you and your mentor to develop a **Career Development Plan** within three months of your arrival. Doing so will help ensure that you achieve your career goals over the course of your postdoctoral experience. If you have any questions regarding this process, please email [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).

As an International Postdoctoral Associate, you are encouraged to participate in preparation and publication of your research findings, seminars, professional development opportunities, and presentation of your research scholarship at scientific meetings. It is your responsibility to actively participate in these activities and seek advice during your postdoctoral experience. The Center for Postdoctoral Affairs in the Health Sciences offers programs and services to support you during this important stage of your scientific career.

In addition, the **University of Pittsburgh Postdoctoral Association (UPPDA)** is an active organization for postdocs at our institution ([www.uppda.pitt.edu](http://www.uppda.pitt.edu)). The UPPDA works to facilitate a constructive and positive experience that benefits postdoctoral professionals and the University of Pittsburgh alike. As a Postdoctoral Associate, you are encouraged to participate in activities sponsored by the UPPDA.

**[OPTIONAL INFORMATION]**

**Insert details regarding discussions of authorship, travel to any national meetings, or use of resources for professional development training].**

**[MANDATORY INFORMATION]**

In accordance with the University of Pittsburgh guidelines, if you are in agreement with this offer, please sign both offer letters and return one to me.

**[OPTIONAL INFORMATION]**

I look forward to a mutually rewarding working and mentoring relationship with you and to having you join my laboratory and our department.  I also look forward to providing you a stimulating and productive postdoctoral experience. Please feel free to call with any questions you may have concerning the enclosed offer.

**[MANDATORY SIGNATURES]**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Faculty Mentor/Principal Investigator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Department Chair Date

or other responsible University official

*I agree to the terms set forth in this offer and have received and read a copy of the Guidelines for Postdoctoral Associates and Postdoctoral Scholars.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Candidate  Date

Enclosure: Guidelines for Postdoctoral Associates and Postdoctoral Scholars, Office of the Provost, University of Pittsburgh, July 2005, updated August 2006, September 2008, July 2009, June 2012, August 2018