[DATE]

[CANDIDATE NAME]

[CANDIDATE MAILING ADDRESS]

Dear [CANDIDATE NAME]:

On behalf of *[insert School/College Administrative Unit and/or Department Name]* at the University of Georgia, I am pleased to offer you the position of Postdoctoral Research & Teaching Associate. This offer is for a full-time appointment at an annual salary of [$XX,000] with a start date of [MM/DD/YYYY] and an end date of [MM/DD/YYYY]. In the event this start date is delayed due to appointment processing, the end date will be extended by an equal length of time. The possibility of renewal of this position will depend on your performance, the needs of the project, availability of financial support, and our mutual agreement. If this position is to be extended, you will receive a formal written continuation letter with an updated end date. In the absence of a formal continuation letter, the end date above (or the extended end date due to a delay in start date) should be considered a firm end of appointment, and you will not receive additional notice of the end of appointment.

You will be paid on *[insert Fiscal or Academic]* payroll paid out over *[insert 12 months if fiscal or 10 months if academic]*. Your direct supervisor will be*[insert Supervisor’s Name]*.

TERMS OF OFFER

* The University of Georgia is a land-grant and sea-grant university with state-wide commitments and responsibilities for instruction, research and outreach. Your allocation of effort at appointment will be [X%] research and [X%] teaching *[no more than 50% instruction allowed]*. This allocation of effort may be revised during the term of your employment.
* POSITION FUNDING*(add if position is externally funded)***:**  [X%] of funding for this position is paid from XXX *(list external funding source/sources)*. Continuation of employment is subject to continued support from these external funding sources.
* Your duties will consist of:
  + [INSERT SPECIFIC DUTIES]
  + teaching X courses per semester
  + communicating regularly and in a timely fashion with the PI regarding research and other issues relevant to the operation of the laboratory
  + assisting with the daily operations of the laboratory
  + assisting with the supervision of the other members of the laboratory
  + other duties as assigned
* In accordance with the University System of Georgia Background Investigation policy (<http://www.usg.edu/hr/manual/background_investigation>), this offer of employment is contingent upon completion of a background investigation demonstrating your eligibility for employment. Employment at the University of Georgia is subject to verification of an applicant’s identity and eligibility for employment as required by the Immigration Reform and Control Act of 1986 as amended.  As required by federal law, you must complete Section 1 of the I-9 no later than your first business day of employment.
* The position is governed by the UGA postdoctoral research and teaching scholar policy and procedures (<https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>). You will be considered an employee of the university and be eligible for health insurance and other benefits, such as the ability to participate in a retirement plan, as dictated by UGA policies..
* BENEFITS ELIGIBILITY & ENROLLMENT: Board of Regents’ policy states that employees have 30 days from their hire date to enroll in benefits. Please see the Employee Benefits section of the Human Resources website at <http://www.hr.uga.edu/benefits> for complete benefits information.
* This position requires completion of the terminal degree and approval of your hiring proposal through the Office of Faculty Affairs.  Before the Office of Faculty Affairs can approve the hire, official documentation of your completed terminal degree must be submitted to that office.  If you request an electronic transcript, please have it sent via email from the awarding institution to the Associate Provost for Faculty Affairs at [ofatranscripts@uga.edu](mailto:ofatranscripts@uga.edu).

* *(If applicable for academic payroll only).* SUMMER SCHOOL SALARY The availability of summer school teaching is dependent upon enrollment, and, thus, cannot be guaranteed.
* ADDITIONAL TERMS OF OFFER*(list other terms as applicable to this postdoctoral research & teaching appointment)*

Our office manager [INSERT unit contact name, email, phone] can help with administrative questions you have about this appointment, benefits, or any other details.

Please indicate your acceptance of the terms of this offer by signing the enclosed copy of this letter and returning a signed copy of the letter to me no later than *[INSERT acceptance date]*.

It is my hope that you will accept this offer of employment at the University of Georgia, *[INSERT School/College Administrative Unit and/or Department Name]*. We look forward to working with you.

If you have any questions, please do not hesitate to contact me.

Sincerely,

MENTOR

TITLE

Enclosure(s):

c: Dean or VP

Unit Business/HR Manager

Office of Postdoctoral Affairs ([opa@uga.edu](mailto:opa@uga.edu))

I hereby accept the position as described in the above letter.

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Signature Date