

COURTESY POSTDOCTORAL SCHOLAR INITIAL LETTER OF APPOINTMENT

(DATE)
NAME
ADDRESS

Dear _____:

I am pleased to offer you the position of courtesy postdoctoral scholar (job code H9189) in my group at Florida State University.

Appointment

Your appointment in *(insert unit name)* will be effective on *(insert date)*. This appointment is renewable each year for a maximum of 4 years and is contingent on satisfactory progress, mutual agreement, and available funding. You are not eligible for State of Florida insurance coverage for paid employees, but you can purchase student insurance at www.studentinsurance.fsu.edu.

Responsibilities (Provide a statement of your expectations and/or the responsibilities of the postdoctoral scholar. Be as explicit as possible.)

Example:

I look forward to working together on (description of projects, responsibilities, and functions). To familiarize yourself with the features of this project, I recommend that you read the enclosed articles. This project will be conducted in collaboration with (insert names of colleagues) in (Insert name of department or unit – possible mention of work with animals).

My expectations for you include a willingness to contribute intellectually to the project, and to assist in the training of graduate students. I will serve as your mentor. I expect you to work independently, but as a member of the group; I expect my trainees to work on evenings and weekends, as needed. (Include in this portion explicit bench marks of successful progress, such as publication, presentation, etc., how and when they will be evaluated, information regarding attendance at meetings, use of office copy machines and phones, sick leave, etc... as applicable)

Career Development

An Individual Development Plan (IDP) is an important tool that can help postdoctoral scholars to identify their professional development needs and career objectives. Currently the National Science Foundation (NSF) requires postdoctoral mentoring plans, while the National Institute Health (NIH) encourages the development of postdoctoral IDPs. Therefore FSU's Office of Postdoctoral Affairs recommends that you create an IDP and discuss it with your mentor. Below are instructions for completing your IDP using an online assessment method. If you would prefer to use an alternative tool please let me know.

To begin your IDP, go to <http://myidp.sciencecareers.org/>. Create an account, and complete the initial assessments of your skills, interests and values, career exploration, goal setting and implementation plans.

Once completed, use the left column and go to *My IDP Summary*. Click the "Print My IDP" tab, and select the following sections to share with me:

Revised: 2/21/2024

Mentoring Team, Career Exploration Pages, Career Goals: Plan A and Plan B, Career Advancement Goals, Project Completion Goals, and Goals Summary

Documentation Needed

This appointment is contingent upon you providing Florida State University with required documentation of employability and upon approval to work following successful completion of all University and statutorily required screenings, which may include a criminal history background check. Additionally, this appointment is subject to the constitution and the laws of the State of Florida and the United States, the rules and regulations of the Florida Board of Governors, the Florida State University Board of Trustees, and Florida State University. Please become especially familiar with the University's policies on sexual harassment, outside activities, conflicts of interest, and intellectual property (<http://www.fsu.edu/~dof/>). This offer is also contingent upon you providing the necessary documents to prove your identity and eligibility to reside in the United States, which will be completed in our (*department or unit*) at the time of employment.

If you accept my offer, please complete the following:

- sign and return the enclosed copy of this offer (*by when and what mode*),
- complete the attached information form,
- provide an updated copy of your CV,
- send me either a notarized copy of a diploma or notarized statement from the registrar or University official that shows that you have completed all degree requirements in order for your appointment to be processed.

The Office of Postdoctoral Affairs is an excellent resource for information regarding orientation, professional development workshops and other postdoctoral issues at FSU. Please visit their website at <http://opda.fsu.edu/> or contact them at opda-info@fsu.edu.

***Optional:** I am delighted at the prospect of you joining my group and I am confident that we have a great deal to offer you in terms of collegiality and intellectual community here at Florida State University. I look forward to hearing from you.*

Sincerely,

I accept the offer as outlined above.

Signature

Date