

**Postdoctoral Trainee Letter of Offer
Wayne State University School of Medicine**

Dear Dr. _____

On behalf of the Wayne State University School of Medicine and the Department/Center of _____, we are pleased to offer you an appointment as a Postdoctoral Trainee. This appointment is to begin on or about **<Insert Date>**, depending on when pre-employment conditions are met, and is renewable for a maximum period of six cumulative years, as defined in the *Policy for Postdoctoral Trainees at the Wayne State University* (attached). This is a non-tenure track appointment and carries no presumption of renewal or continuing tenure. This appointment is subject to the discretion of the President or his designee and contingent on the availability of funding. *(When the appointment is to be coterminous with external funding, research grant, contract, training grant, etc., that fact should be included in the letter of appointment, including the end date of the funding even if renewal is expected.)* Furthermore, if you are in the United States on a non-immigrant visa status, which allows employment at Wayne State University, this appointment terminates with the expiration of your visa status.

Your salary will be \$_____per annum. This is the base level stipend for all new postdoctoral appointees at the current NIH NRSA levels and does not take into account any previous postdoctoral or professional experience. **-OR-** If stipend level is lower than base level, please express the appointment as the commensurate percentage/fractional appointment (for example, 90%). **-OR-** This stipend level includes the base level stipend for all new postdoctoral appointees and an additional \$_____ in recognition of your previous <X> years of professional experience or expertise. This stipend will be paid in accordance with the payroll schedules of the Wayne Sate University and prorated for the time period worked. The terms of this offer may not be modified or altered by any oral statements or representations. This offer may be modified only in writing, signed by a University official as authorized by University Policy.

In accordance with Wayne State University policy, from **<Insert beginning date to end date>**; continuation during that time period and renewal are based on satisfactory performance, availability of funding, and the terms of the *Policy for Postdoctoral Trainees at the Wayne State University* (attached). We direct your attention, in particular, to the section outlining obligations and responsibilities of postdoctoral fellows, entitled **“Obligations of Postdoctoral Fellows”**.

You will be responsible to the Dean and by his delegation to **Chair/Director of Department/Center**. In this case, you will report to your Mentor. Your duties, subject to periodic review will include: **<Please include at least six specifics based on the research project>**

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

United States law requires that you must provide evidence of identity and employment authorization. In order to do that, you must appear in person to complete the U.S. government

Form I-9, and to provide the documents that the law requires. The attached form and list of documents is provided to assist you in completing this process.

Employment eligibility verification **must take place before** you begin service to the University. **If you are a United States citizen or permanent resident**, arrangements to satisfy the Form I-9 verification process may be made by **appearing in person** at the School of Medicine Human Resources Office, 550 E. Canfield, Room 154 Lande Building between 8:30 a.m. and 5:00 p.m. If you are a citizen or permanent resident of the United States and if you have completed the I-9 process at Wayne State University within the last three years, you will have already completed this requirement.

If you are a non-immigrant alien you should appear in person at the Office of International Students and Scholars office (OISS) with the OISS Clearance Form given to you by the Department and all of your non-immigrant documents during I-9 processing hours found at <http://www.oiss.wayne.edu>. If you are unable to come to OISS during walk-in hours, you can contact OISS at 577-3422 and make an appointment with Mr. Roger Somerville. OISS is located at 42 W. Warren, Suite 416. If you are a non-immigrant alien, you will need to update this process with the OISS prior to each assignment.

You are responsible for providing transcripts and/or an official diploma from your home institution certifying receipt of such a degree. If you have completed the requirements for an advanced degree, but have not yet been awarded such a degree, you must demonstrate in a verifiable manner that such requirements have been completed.

This position carries a substantial and valuable body of fringe benefits. Additional information regarding benefits offered to WSU employees and health insurance requirement can be found at the WSU Total Compensation and Wellness web site at www.hr.wayne.edu/ben. As a 9/12-month appointee, you will accrue vacation. University policy does not permit payoff of accumulated but unused vacation days. Therefore, vacation days must be used prior to separation; otherwise, they will be forfeited.

It must be understood that your appointment is specifically conditioned on the availability of funding. The continuation of your assignment is dependent upon your satisfactory performance and upon the continuation of the funding. Should the funding be terminated or reduced, there is no direct, indirect, or implied commitment by the Principal Investigator, the Department, the School or Wayne State University to continue your employment (salary and fringe benefits) beyond the cessation of, or reduction in, the funding. If you hold H-1B status and are terminated, the Department is responsible for informing OISS, and the Department is also responsible for paying for your return transportation to your last place of permanent residence.

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 enclosed. The Manual is updated as required with all changes and revised sections mailed directly to your university address. If a copy of the Non-Rep Manual is not enclosed with the letter, please contact the School of Medicine Human Resources Office at 313-577-1163 to obtain a copy. *The Postdoctoral Policies can be accessed at the WSUSOM website at <http://postdoctoralaffairs.med.wayne.edu>.*

In anticipation of your affirmative response, we are enclosing certain personnel forms (Employee Data Form, insurance forms, tax cards, etc.) which should be completed and returned with your acceptance. This will facilitate the timely processing of your appointment and

