

**POSTDOCTORAL PROGRAMS  
INITIAL LETTER OF APPOINTMENT**

(DATE)  
NAME  
ADDRESS

Dear \_\_\_\_\_:

I am pleased to offer you the position of (*insert title: postdoctoral scholar or postdoctoral fellow*) in my research group. I look forward to working together on (*description of projects, responsibilities, and functions*). To familiarize yourself with the features of this project, I would recommend that you read the enclosed articles. This project will be conducted in collaboration with (*insert names of colleagues*) in the Department of (*Insert name of department – possible mention of work with animals*). Currently, I have (*indicate staff and positions*).

Your appointment in the Department of (*insert name*) will be effective on (*insert date*). (*Use one of the following statements to address source of funding. Departmental funding must be cleared with department.*): **EITHER:** You will be supported on my grant funding at an annual rate of (*insert annual amount*), to be paid in accordance with the payroll schedules of the University of Kentucky. **OR:** You will be supported by departmental funds at an annual rate of (*insert annual amount*), to be paid in accordance with the payroll schedules of the University of Kentucky. The initial period for this appointment is \_\_\_\_ year(s), subject to renewal based on satisfactory performance. The University does not permit us to cover relocation expenses, including travel expenses, from XXXXX to Lexington, KY.

My expectations for (*insert title*) include a willingness to work long hours, to contribute intellectually to the project, and to assist me in the training of graduate students. My administrative and teaching responsibilities will mean that you will be expected to work independently. I expect my coworkers to work some, but not all, evenings and weekends.

**EITHER:** As a postdoctoral scholar, you are eligible for University health benefits and you will have two weeks (ten working days) vacation in addition to the holidays observed by the university staff. For a description of your eligibility for other University benefits, please consult the UK Administrative Regulations, AR II-4.0-1, available on the UK Web site. (*Include in this portion information regarding attendance at scientific meetings, use of office copy machines and phones, sick leave, etc.*)

**OR:** As a postdoctoral fellow, you are eligible for University health benefits and you will be eligible for the benefits described in the UK Administrative Regulations, AR II-4.0-1, available on the UK Web site. (*Include in this portion information regarding attendance at scientific meetings, use of office copy machines and phones, sick leave, etc.*)

As a (*insert title*), you will be subject to all applicable University policies, including the policies and procedures governing Patent and Tangible Research Property. For these policies, please refer to UK Administration Regulation II.1.13 and the UK Governing Regulations, Conditions of Employment, Intellectual Property, which are available on the UK Web site.

All postdoctoral employees must submit documentation to demonstrate eligibility to work in the United States. (**FOR INTERNATIONAL CANDIDATES**): This offer is contingent upon having a valid visa. It is your responsibility to insure that you are in compliance with policies of the Bureau of Citizenship and Immigration Services (BCIS). Please contact the UK Office of International Affairs (859-267-4067) immediately so that any visa issues may be addressed **PRIOR** to your appointment as a (*insert title*) by the UK Graduate School.

If you accept my offer, you need to:

- sign and return the enclosed copy of this offer letter (*by when and what mode*),
- complete the attached information form,
- send me either a notarized copy of a diploma, or notarized statement from the registrar or University official, that you have received your doctoral degree and completed all degree requirements in order for your appointment to be processed. The University of Kentucky does not accept faxed copies.

For further information, please consult the Postdoctoral Resources Office website at <http://www.mc.uky.edu/postdocs/> or contact the Postdoctoral Resources Office at [ukcompro@lsv.uky.edu](mailto:ukcompro@lsv.uky.edu).

I believe that you will enjoy the professional interactions as well as the living environment of Lexington, Kentucky. I look forward to hearing from you.

Sincerely,

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I accept the offer as outlined above.

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Signature

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Date