**Research Fellow Offer Letter Template**

Date

Research Fellow

Address

City, State, Country, Zip

Dear Dr. Fellow:

On behalf of the University of Michigan, I am pleased to offer you a position as a postdoctoral Research Fellow in the Department of \_\_\_\_\_\_\_. This position requires a Ph.D. and is at \_\_\_\_% effort. The effective date of your appointment is (Month, xx, 20--), with an annual salary of $\_\_\_\_\_\_\_. [Provide wording here regarding the research project and the expectations of the position.]

## Required information

Your appointment as a Research Fellow is for one year with the possibility of renewal, contingent upon satisfactory performance and the availability of funding. In general in LSA, Research Fellow appointments are renewable annually for a maximum of three years. Additional information regarding Research Fellow appointments can be found at: <http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-fellows-post-docs.html>

This offer of employment is contingent on the successful completion of a background screening. In order to begin this process, please link now to the University’s eRecruit system [*http://careers.umich.edu/*](http://careers.umich.edu/)and enter your information for posting **# *[enter posting number]****.*  Our vendor, General Information Services (GIS), will be contacting you directly via e-mail for additional information needed to complete this process. It is critical that you complete this information as soon as possible to expedite your hire process. This offer is also contingent upon you being eligible for employment in the United States at the time of your start date. In addition, your continued employment with the University is contingent on your maintaining a valid immigration status. This position entitles you to an extensive fringe benefits package, the details of which are found at <https://hr.umich.edu/working-u-m/my-employment/faculty-human-resources-services/benefits-postdoctoral-research-fellows>.

Postdoctoral training and mentoring are integral components of the preparation of scholars for professional career advancement. [Provide additional wording here regarding mentoring and professional career advancement.] If you are funded by NSF or NIH while you are a post-doctoral fellow, you must complete training in the Responsible Conduct of Research and Scholarship (RCRS) per the America COMPETES Act.  In LSA, this requires successful completion of a course.  Please check with your administrative department to learn more about how to fulfill this requirement.

Valuable information can be found at: <http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/postdoctoral-research-fellow-orientation.html>.

To assist you in your relocation, you will receive a one-time pay of [$ (equal to 8% of salary up to a maximum of $15,000]. This payment will be processed through payroll and we are required by the IRS to report this as income.

## Optional informa-tion, if permitted by funding source

For information about the advantages of living in the greater Ann Arbor area, please consult <https://hr.umich.edu/benefits-wellness/community-perks/living-working-ann-arbor>

Please inform me in writing of your decision to accept this offer by [Month xx, 20XX].

Sincerely yours,

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Department Chair

Enclosures: New Research Fellow Arrival Checklist [see pdf available at ([link](http://lsa.umich.edu/content/dam/lsa-site-assets/documents/New%20Research%20Fellow%20Arrival-Checklist.pdf))]

Navigation Instructions for eRecruit

[Optional Enclosure: Department Mentoring Plan]

I accept this offer and agree to provide confirmation of Ph.D. (as required):

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Signature Date