[Dept. Head Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Re: Offer of Post-Doctoral Employment at Purdue University

Dear [Dr./Mr./Ms.] [Last Name]:

On behalf of Dean [name] and the [insert College name], it is my sincere pleasure to offer you an appointment as a Post-Doctoral [Research Assistant/Research Associate] in the [School/Department name] at Purdue University to begin [insert hire date]. This offer is contingent upon approval by the Provost of Purdue University and the satisfaction of various other conditions as described in this letter.

*Salary & Benefits*

**[for AY post-docs]**

Your appointment is at a [insert FTE] full time equivalent (“FTE”) on an academic-year (“AY”) basis. Your initial base academic-year (“AY”) salary will be $ [Salary] and will be paid in 10 installments during the academic year, with partial payments in August and May and full payments from September through April. The employment period for AY employees begins seven calendar-days prior to the first day of classes for the Fall Semester and ends on commencement day or the final date for submitting grade reports for the Spring Semester, whichever comes later.

As an AY Post-Doctoral (Research Assistant/Research Associate), you may be able to earn additional salary through summer session teaching or research. Additional information regarding summer employment, as well as vacation periods for AY employees, can be found at: <http://www.purdue.edu/policies/human-resources/vif12.html>.

**[for FY post-docs]**

Your appointment is at a [insert FTE] full time equivalent (“FTE”) on a fiscal year (“FY”) basis. Your initial [Academic Year/Fiscal Year] salary will be $ [Salary] and will be paid to you monthly at the rate of $ [monthly salary] per month.

**[if employed full-time for five (5) months or longer]**

In addition, you will be eligible for health benefits including major medical, vision and life insurance. Purdue University’s benefit package is summarized at: [www.purdue.edu/hr/Benefits/](http://www.purdue.edu/hr/Benefits/)*.* The Faculty and Staff Handbook, which is updated annually, is also available online at [www.purdue.edu/faculty\_staff\_handbook/](http://www.purdue.edu/faculty_staff_handbook/).

*Applicable Terms & Conditions of Post-Doctoral Appointments*

Your appointment will begin on [insert date] and will end not later than [end date], at which time your appointment will terminate without further notice. Any renewal of your appointment beyond this period is contingent upon adequate performance and funding [if directly linked to a funding source, consider naming the funding source]. Termination of employment prior to the above date is subject to the terms outlined in Terms and Conditions of Employment of Postdoctoral Researchers, Clinical Residents and Clinical Interns (VI.F.13).

As a Post-Doctoral employee of Purdue University, your appointment is subject to all Purdue University policies, as they may be amended from time to time. Your primary duty station is the [Purdue University West Lafayette or identify other PPI Statewide location or IU Medical Center in Indianapolis] campus. It is your responsibility to become acquainted with the following policies, which are specifically incorporated into this letter:

1. VI.F.13 “Terms and Conditions of Employment of Post-Doctoral Researchers”

[www.purdue.edu/policies/human-resources/vif13.html](https://www.purdue.edu/policies/human-resources/vif13.html)

1. I.A.1 “Intellectual Property”

[www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html).

1. III.B.4 “Political Activities”

[www.purdue.edu/policies/ethics/iiib4.html](http://www.purdue.edu/policies/ethics/iiib4.html)

1. VI.F.12 “Academic-Year Employment”

[www.purdue.edu/policies/human-resources/vif12.html](https://www.purdue.edu/policies/human-resources/vif12.html)

1. III.B.1 “Conflicts of Commitment and Reportable Outside Activities”

[www.purdue.edu/policies/ethics/iiib1.html](http://www.purdue.edu/policies/ethics/iiib1.html)

Your initial responsibilities will involve discovery in [Area of Research]. [Add additional job responsibilities as appropriate.]

Please note that policy I.A.1 referenced above requires Post-Doctoral employees who create intellectual property (“IP”) in the course of their employment with Purdue University to execute a general assignment of such IP in favor of Purdue, subject to certain exceptions, including one for certain scholarly and instructional copyrightable works. By accepting this offer letter, you will be making a prospective assignment of Purdue Intellectual Property (as defined in policy I.A.1) that you create in the course of your employment with the University.

*Conditional Offer*

Your appointment as a Post-Doctoral [Research Assistant/Research Associate] is contingent upon your completion of all of the requirements of your Ph.D. program before the effective date of your appointment. If the Ph.D. requirements have not been completed, this offer will be rescinded.

This offer is contingent upon successful completion of a background check conducted on all positions at Purdue University. You will be contacted *via* email by “HireRight,” the company that the University relies upon to perform the background check. Please respond promptly with the requested information.

This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. All employees working in the United States are required to complete the ***Form I-9, Employment Eligibility Verification.***  Section 1 must be completed ***prior to*** your hire date. Section 2 of the Form I-9 requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) in person and must be completed **no later than your third business day of employment**.  **Failure to complete this federally required document within three business days of your hire date will result in termination of your employment.**

* Prior to your hire date, you will receive an email titled “Welcome Letter*”*from *Purdue HR*, which will include a link to complete some of your onboarding documents electronically, including the Section 1 of the Form I-9.
* Follow the instructions from your Welcome Letter to complete Section 2 of the Form I-9, which must be done in person.
* You must either schedule an appointment with your [Employment (Payroll) Center](https://www.purdue.edu/hr/paytimepractices/paycenter.php), or, if it is determined that you will not be near a Purdue University campus by your third day of employment, follow instructions to complete the Remote Form I-9 process.

This letter and the policies referenced above contain the entire agreement concerning your employment with the University. If these terms are acceptable and if you assent to the assignment of Purdue Intellectual Property, as described above and defined in Policy I.A.1, please accept the position by clicking “Accept Offer” by [insert date].

The faculty and staff join me in welcoming you to the [School/Department Name] and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

I have read and understand this letter and the policies referenced above, I agree to the terms and conditions of this appointment, and I hereby assign to Purdue University all Purdue Intellectual Property that I may create in the course of my employment with the University.

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[First Name] [Last Name] Date

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost Date

cc: