Today’s Date

Postdoc Name

Address

City, State Zip Code

Dear Dr. Postdoc Name,

We are pleased to offer you a XX% time position as a (select either Postdoctoral Research Scholar or Postdoctoral Research Scholar) in Department Name at The University of Iowa. Your starting salary will be Starting Salary per year.

Your employment is scheduled to begin on Starting Date. Your anticipated hours of work will be Days of Week from approximately Hours of Work. You will be paid monthly and will receive all payments by direct deposit. You may sign up for direct deposit on the University self-service web site shortly after you begin your appointment <https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>

Your employment is contingent upon verification of your (select either Ph.D. diploma or terminal degree), the successful outcome of a background check, and the appropriate authorization to work in the United States.

Your responsibilities in this position will be determined by Professor Name. These duties will include Duties Description. Any questions you have related to your responsibilities should be directed to Professor Name.

Postdoctoral Research Scholars (FP01) and Postdoctoral Research Fellows (FP02) are temporary, at will appointments at The University of Iowa. The postdoctoral experience at The University of Iowa will not extend past 5 years, unless there are unusual circumstances and a justification has been approved by the Graduate College.

The end date for your appointment is End Date. This appointment may be renewable dependent upon satisfactory performance and funding availability up to the 5 year maximum limit for postdoctoral appointments.

Postdoctoral scholars and fellows are eligible for a number of University benefits and services including health insurance <http://hr.uiowa.edu/benefits/postdoctoral-scholars-fellows>. Questions regarding access to your University benefits should be directed to the Benefits Office (319) 335-2676, [benefits@uiowa.edu](mailto:benefits@uiowa.edu). For general questions about services and your postdoctoral experience at Iowa, please contact the Office of Postdoctoral Scholars in the Graduate College [postdoc-office@uiowa.edu](mailto:postdoc-office@uiowa.edu).

* **Social Security and Retirement**
* **Postdoctoral Research Scholars (FP01)**

Postdoctoral Research Scholars (FP01) are required to participate in a retirement plan.  The employees will be defaulted into IPERS (the Iowa Public Employees' Retirement System) except those considered to be foreign scholars. If they would prefer to participate in the TIAA-CREF retirement plan, they can submit a http://hr.uiowa.edu/modules/file/icons/application-pdf.png[Retirement Election Form](http://hr.uiowa.edu/files/hr.uiowa.edu/files/retirement_election_form.pdf) (pdf) within 60 days of their hire date. Foreign scholars will be defaulted into TIAA-CREF.

The retirement plan election is a one-time opportunity. It is an irrevocable decision and cannot be changed at a later date.

Postdoctoral Research Scholars also have the option to participate in the Voluntary Retirement Savings Program (VRSP) if they have taxable income.  Information on this program is available on the retirement section of this web site under [Saving Extra for Retirement](http://hr.uiowa.edu/retirement/saving-extra).

* **Postdoctoral Research Fellows (FP02**)

Postdoctoral Research Fellows (FP02) are exempt from payment of FICA (Social Security) and Medicare taxes; therefore, they are also exempt from the payroll deduction for IPERS or TIAA-CREF.  Federal and State tax deductions will not be withheld from paychecks; however, the individual may still be responsible for payment of taxes. Individuals in this category are not eligible to participate in a VRSP.

Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2,  H1B, TN, O1, Asylee and Refugees.  For more information regarding these rules, please contact the [Payroll Office](mailto:at%20payroll-nra-web@uiowa.edu).

For information on getting started in your postdoctoral position, related policies/benefits, and campus resources, please visit the Office of Postdoctoral Scholars website at <http://postdoc.grad.uiowa.edu/>. You will receive their electronic newsletters, The Weekly POSTdoc to keep you informed about campus news pertinent for postdocs. After you get settled into your scholarly activities at the University of Iowa, you may want to contact the Graduate College regarding doing a profile piece on your postdoctoral work.

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available).

To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin.

Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education website](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)

You are also required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work.  Please be prepared to present the documents necessary to complete this form and confirm your eligibility (refer to I-9 information <http://hr.uiowa.edu/immigration/i-9-information>).

As a condition of your employment, you are required to follow all university policies, including the University of Iowa Intellectual Property Policy under which the University of Iowa Research Foundation (UIRF) assumes ownership of qualifying inventions as that term is defined in section 30.3.b (2) of the University of Iowa Inventions Policy and of copyright in works described in section 30.4b (2) (b) of the University of Iowa Copyright Policy. Upon commencing employment at the university, you hereby assign all right, title, and interest in qualifying inventions and such copyrights to UIRF.

The University of Iowa, in an effort to promote the health and well-being of its faculty, staff, students, and visitors, has chosen to maintain a tobacco free environment. All tobacco use is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

We request that you acknowledge acceptance of this offer by signing and returning a copy of the letter to me by Deadline Date.

We encourage you to contact your Human Resource Representative HR Contact Name and Phone Number to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

We are very enthusiastic at the prospect of having you join us as a (select either Postdoctoral Research Scholar/Postdoctoral Research Fellow). We believe that you will find both the University and the local community an excellent environment in which to live and work. If you have questions, please contact me or Professor Name at (319) XXX-XXXX.

Sincerely,

Administrator Name, Title

Department Name, University of Iowa

**I have read this offer and accept the terms of appointment described herein.**

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

Signature (indicates acceptance) Date