

1 **Florida State University Policy 3A-7** Postdoctoral Scholar Hiring  
2 Title of Policy: Postdoctoral Scholar Hiring Procedures and Appointment Letters  
3 Responsible Executive: Vice President for Faculty Development and Advancement  
4 Approving Official: Vice President for Faculty Development and Advancement  
5 Effective Date: November 20, 2014  
6 Revision History: New November 20, 2014

7

## 8 **I. INTRODUCTION**

9 Provide basic conditions and criteria for appointment as Postdoctoral Scholar

10

## 11 **II. POLICY**

12

### 13 **Hiring Procedures and Coding Recommendation**

14 *All postdoctoral scholars are OPS appointees, hired under job code M9189 (M9189N for*  
15 *international scholars), exceptions can be made on an individual basis when justifiable and*  
16 *accompanied by supporting documents. Courtesy postdoctoral scholars are hired under job code*  
17 *H9189. Scholars are provided healthcare benefits if and as required by the state of Florida.*

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### 19 **Florida State University Postdoctoral Scholar Definition (Established April 2013 and** 20 **amended July 2014)**

21

22 The appointee was awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate  
23 field within 5 years prior to appointment. Exceptions can be made on an individual basis when  
24 justifiable and accompanied by supporting documents with prior approval from the Office of  
25 Postdoctoral Affairs.

26

27 The appointment is a temporary traineeship; with a maximum total tenure of 4 years at FSU.  
28 Under special circumstances as approved in advance by the provost, postdoc appointments may  
29 be renewed for an additional year for a maximum of five years total. At the end of the training  
30 period, it is expected that the postdoc will move into a non-postdoctoral position either at FSU or  
31 elsewhere.

32 The appointment is viewed as preparatory for the trainee's career.

33

34 The appointment involves substantial mentored training in a field relevant to the trainee's career  
35 path, including research, scholarship, or teaching.

36

37 The appointee works under the mentorship of a faculty member.

38

39 When appropriate and with the approval of the advisor the appointee is encouraged to publish  
40 research or scholarship results during the period of the appointment.

41

42 All appointments will be classified as a postdoc under the employee class in OMNI.

43

44 **Attachments**

45 Appointment Letters for Postdoctoral Scholars and Courtesy Postdoctoral Scholars and content  
46 are considered part of this Policy and shall be used by the appointing person.

47

48 **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

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50 BOG Reg. 1.001, FSU-4.001, FSU BOT Delegation to President

51

52

53

Sally McRorie

11.25.14

54

Signature of Approving Authority

Date

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63                   **POSTDOCTORAL SCHOLAR INITIAL LETTER OF APPOINTMENT**

64

65    (DATE)

66    NAME

67    ADDRESS

68

69    Dear \_\_\_\_\_:

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71    I am pleased to offer you the position of *(insert title and job code)* in my group at Florida State  
72    University.

73

74    **Appointment**

75    Your appointment in *(insert unit name)* will be effective on *(insert date)*. You will be supported  
76    on *(insert grant name and number or indicate other sources of funding)* at an annual rate of  
77    *(insert annual amount)*, to be paid in accordance with the payroll schedules of Florida State  
78    University. This funding will commence on *(insert funding begin and end date)*. This  
79    appointment is renewable each year and is contingent on satisfactory progress, mutual  
80    agreement, and available funding. University policies define the maximum tenure in a  
81    postdoctoral position as four years. **(Include the following if the appointment is for 30 hrs. or**  
82    **more each week-** *As a postdoctoral scholar working 30 hours or more each week you are*  
83    *eligible for the benefits described in the Florida State University HR Regulations, available on*  
84    *the website- <http://hr.fsu.edu/>. Please refer to the benefits for (select one of the following based*  
85    *on job code used **OPS/ salaried employees**).*

86

87    **Responsibilities** (Provide a statement of your expectations and/or the responsibilities of the  
88    postdoctoral scholar. Be as explicit as possible.)

89

90    ***Example:***

91    *I look forward to working together on (description of projects, responsibilities, and functions).*

92    *To familiarize yourself with the features of this project, I recommend that you read the enclosed*

93 *articles. This project will be conducted in collaboration with (insert names of colleagues) in*  
94 *(Insert name of department or unit – possible mention of work with animals).*

95  
96 *My expectations for you include a willingness to contribute intellectually to the project, and to*  
97 *assist in the training of graduate students. I will serve as your mentor. I expect you to work*  
98 *independently, but as a member of the group; I expect my trainees to work on evenings and*  
99 *weekends, as needed. (Include in this portion explicit bench marks of successful progress, such*  
100 *as publication, presentation, etc., how and when they will be evaluated, information regarding*  
101 *attendance at meetings, use of office copy machines and phones, sick leave, etc... as applicable)*

102

### 103 **Career Development**

104 An Individual Development Plan (IDP) is an important tool that can help postdoctoral scholars to  
105 identify their professional development needs and career objectives. Currently the National  
106 Science Foundation (NSF) requires postdoctoral mentoring plans, while the National Institute  
107 Health (NIH) encourages the development of postdoctoral IDPs. Therefore FSU's Office of  
108 Postdoctoral Affairs recommends that you create an IDP and discuss it with your mentor. Below  
109 are instructions for completing your IDP using an online assessment method. If you would prefer  
110 to use an alternative tool please let me know.

111

112 To begin your IDP, go to <http://myidp.sciencecareers.org/>. Create an account, and complete the  
113 initial assessments of your skills, interests and values, career exploration, goal setting and  
114 implementation plans.

115

116 Once completed, use the left column and go to *My IDP Summary*. Click the "*Print My IDP*" tab,  
117 and select the following sections to share with me:

118

119 Mentoring Team, Career Exploration Pages, Career Goals: Plan A and Plan B, Career  
120 Advancement Goals, Project Completion Goals, and Goals Summary

121

122

123

124 **Documentation Needed**

125 This appointment is subject to the constitution and laws of the State of Florida and the rules and  
126 regulations of the Florida Board of Governors, the Florida State University Board of Trustees,  
127 and Florida State University. Please become especially familiar with the University policies on  
128 sexual harassment, outside activities, conflicts of interest, and intellectual property  
129 (<http://fda.fsu.edu/>). This offer is also contingent upon you providing the necessary documents to  
130 prove your identity and employment eligibility to satisfactorily complete Form I-9 of the U.S.  
131 Citizenship and Immigration Services, which will be completed in our (*department or unit*) at the  
132 time of employment. In addition, you will be obligated to complete the Employment  
133 Qualification Statement on Controlled Substance Conviction form as a condition of employment  
134 at Florida State University.

135  
136 You are advised that under Florida law, direct deposit of salary warrants by electronic funds  
137 transfer (EFT) is mandatory as a condition of employment for all new employees. Your  
138 acceptance of this offer commits you to complete the authorization form which will be provided  
139 and submit it to FSU Payroll Services at the time of hire.

140  
141 If you accept my offer, please complete the following:

- 142 • sign and return the enclosed copy of this offer (*by when and what mode*),
- 143 • complete the attached information form,
- 144 • provide an updated copy of your CV,
- 145 • send a notarized copy of your official transcript
- 146 • send either a notarized copy of a diploma or notarized statement from the registrar or  
147 University official that shows that you have completed all degree requirements in order  
148 for your appointment to be processed.

149  
150 The Office of Postdoctoral Affairs is an excellent resource for information regarding orientation,  
151 professional development workshops and other postdoctoral related issues at FSU. Please visit  
152 their website at <http://opda.fsu.edu/> or contact them at [opda-info@fsu.edu](mailto:opda-info@fsu.edu).

153

154 *Optional: I am delighted at the prospect of you joining my group and I am confident that we*  
155 *have a great deal to offer you in terms of collegiality and intellectual community here at Florida*  
156 *State University. I look forward to hearing from you.*

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158 Sincerely,

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163 I accept the offer as outlined above.

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166 Signature

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Date

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185       **COURTESY POSTDOCTORAL SCHOLAR INITIAL LETTER OF APPOINTMENT**

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187    (Date)

188    Name

189    Address

190

191    Dear \_\_\_\_\_:

192

193    I am pleased to offer you the position of courtesy postdoctoral scholar (job code H9189) in my  
194    group at Florida State University.

195

196    **Appointment**

197    Your appointment in *(insert unit name)* will be effective on *(insert date)*. This appointment is  
198    renewable each year for a maximum of 4 years and is contingent on satisfactory progress, mutual  
199    agreement, and available funding. You are not eligible for State of Florida insurance coverage  
200    for paid employees, but you can purchase student insurance at [www.studentinsurance.fsu.edu](http://www.studentinsurance.fsu.edu).

201

202    **Responsibilities** (Provide a statement of your expectations and/or the responsibilities of the  
203    postdoctoral scholar. Be as explicit as possible.)

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205    ***Example:***

206    *I look forward to working together on (description of projects, responsibilities, and functions).*  
207    *To familiarize yourself with the features of this project, I recommend that you read the enclosed*  
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209    *(Insert name of department or unit – possible mention of work with animals).*

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211    *My expectations for you include a willingness to contribute intellectually to the project, and to*  
212    *assist in the training of graduate students. I will serve as your mentor. I expect you to work*  
213    *independently, but as a member of the group; I expect my trainees to work on evenings and*  
214    *weekends, as needed. (Include in this portion explicit bench marks of successful progress, such*

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235 Advancement Goals, Project Completion Goals, and Goals Summary

236

### 237 **Documentation Needed**

238  
239 This appointment is subject to the constitution and the laws of the State of Florida and the rules  
240 and regulations of the Florida Board of Governors, the Florida State University Board of  
241 Trustees, and Florida State University. Please become especially familiar with the University's  
242 policies on sexual harassment, outside activities, conflicts of interest, and intellectual property  
243 (<http://fda.fsu.edu/>). This offer is also contingent upon you providing the necessary documents to  
244 prove your identity and eligibility to reside in the United States, which will be completed in our  
245 (*department or unit*) at the time of employment.



246 If you accept my offer, please complete the following:

- 247 • sign and return the enclosed copy of this offer (*by when and what mode*),
- 248 • complete the attached information form,
- 249 • provide an updated copy of your CV,
- 250 • send a notarized copy of your official transcript,
- 251 • send either a notarized copy of a diploma or notarized statement from the registrar or
- 252 University official that shows that you have completed all degree requirements in order
- 253 for your appointment to be processed.

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256 professional development workshops and other postdoctoral issues at FSU. Please visit their

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271 Signature

271 Date

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