Florida State University Policy 13A-7  Postdoctoral Scholar Hiring

Title of Policy: Postdoctoral Scholar Hiring Procedures and Appointment Letters
Responsible Executive: Vice President for Faculty Development and Advancement
Approving Official: Vice President for Faculty Development and Advancement
Effective Date: November 20, 2014
Revision History: New November 20, 2014

I. INTRODUCTION
Provide basic conditions and criteria for appointment as Postdoctoral Scholar

II. POLICY

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

Florida State University Postdoctoral Scholar Definition (Established April 2013 and amended July 2014)
The appointee was awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field within 5 years prior to appointment. Exceptions can be made on an individual basis when justifiable and accompanied by supporting documents with prior approval from the Office of Postdoctoral Affairs.

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

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

The appointee works under the mentorship of a faculty member.

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

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

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

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

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

Sally McRae
Signature of Approving Authority

11/25/14
Date
POSTDOCTORAL SCHOLAR INITIAL LETTER OF APPOINTMENT

(DATE)
NAME
ADDRESS

Dear __________________:

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

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

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

Example:
I look forward to working together on (description of projects, responsibilities, and functions).
To familiarize yourself with the features of this project, I recommend that you read the enclosed
articles. This project will be conducted in collaboration with (insert names of colleagues) in (Insert name of department or unit – possible mention of work with animals).

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

Career Development

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

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

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

Mentoring Team, Career Exploration Pages, Career Goals: Plan A and Plan B, Career Advancement Goals, Project Completion Goals, and Goals Summary
**Documentation Needed**

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

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

If you accept my offer, please complete the following:

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

The Office of Postdoctoral Affairs is an excellent resource for information regarding orientation, professional development workshops and other postdoctoral related issues at FSU. Please visit their website at [http://opda.fsu.edu/](http://opda.fsu.edu/) or contact them at opda-info@fsu.edu.
Optional: I am delighted at the prospect of you joining my group and I am confident that we have a great deal to offer you in terms of collegiality and intellectual community here at Florida State University. I look forward to hearing from you.

Sincerely,

I accept the offer as outlined above.

Signature  Date
COURTESY POSTDOCTORAL SCHOLAR INITIAL LETTER OF APPOINTMENT

(DATE)

NAME

ADDRESS

Dear ________________:

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

Appointment

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

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

Example:

I look forward to working together on (description of projects, responsibilities, and functions). To familiarize yourself with the features of this project, I recommend that you read the enclosed articles. This project will be conducted in collaboration with (insert names of colleagues) in (Insert name of department or unit – possible mention of work with animals).

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