Postdoctoral Research Fellow Offer Letter Instructions

Offer letters for Postdoctoral Research Fellows should be submitted to the Office of Postdoctoral Affairs (OPA) for review.

The offer letter (new & extension) from the Mentor (on institutional letterhead) must contain specific information as outlined below. See sample template (Postdoctoral Research Fellow Offer Letter Template). The offer letter must include:

1. The position title is “Postdoctoral Research Fellow”.
2. The effective start and end date and/or total length of appointment.
   a. The appointment start date is to begin on the 1st business day of the month.
   b. If the appointment is longer than one year, include, “additional years beyond the first year are dependent upon satisfactory progress, a formal annual evaluation, and availability of funds.”
   c. If the appointment is for an international postdoctoral research fellow and sponsorship for a visa is required, include, “Start date is effective upon the success of your J1 (or other types) visa application.”
3. The annual rate of compensation and benefits. The minimum annual salary for a postdoctoral research fellow at UT Health San Antonio is $56,484.
4. That the offer is contingent upon a clear background check and employment eligibility.
5. Brief description of the scope of research and professional development to be addressed by the postdoctoral research fellow as well as a description of the mentors’ expectations.
   a. Include plans for research, e.g., “Your research project will focus on __________ and will include working with animals or human subjects and experimental techniques such as mass spectrometry, PCR, liquid chromatography, patch-clamp electrophysiology, confocal microscopy, etc.”
   b. Include plans for related career development, e.g., “Your position will also include activities related to professional development, for example, you will be expected to participate in journal clubs; attend lab meetings, seminars, and departmental retreats; present your research findings at the annual UT Health San Antonio postdoctoral research forum; assist in research design and execution; supervise technical personnel and help train, educate, or assist others; assist in the preparation of grant applications, presentations, and manuscripts; and perform other related duties as assigned.”
c. Include a statement of expectations regarding ethical behavior and training in the Responsible Conduct of Research (RCR) and Rigor and Reproducibility in Biomedical Science.

6. Describe the process for evaluation and monitoring, *e.g.*, "Your performance and progress will be evaluated regularly including at least once a year on a formal basis. You will be expected to prepare an Individual Development Plan (IDP) annually. In your formal yearly evaluation, we will discuss your progress as well as set short- and long-term goals and milestones. You will be encouraged to meet with me regularly to discuss research progress and professional development goals."

7. The offer letter includes multiple signatures which may be scanned wet signatures or digitally signed (all digital signatures must contain a date/time stamp). Do Not Use Adobe DocuSign.
   a. Mentor
   b. Co-Mentor (if one is indicated in the offer letter)
   c. Chair
   d. Director of the Office of Postdoctoral Affairs. *(Offer letters for OPA signature should be submitted in PDF file format to PostdocAppointments@uthscas.edu)*

The signature of the Postdoctoral Research Fellow should be obtained after all other signatures.

An electronic copy of the fully signed offer letter (along with the Postdoctoral Research Fellow’s current CV) should be submitted to OPA and maintained in the departmental, center, or institute personnel files. As appropriate a copy needs to be sent to OIS.

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Please contact OPA for assistance in the creation of a PDF document that contains multiple electronic signature fields.

If questions, contact Laura M Moreno, Manager at PostdocAppointments@uthscsa.edu or call 210.567.0397

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Rev: 11/7/23
Candidate’s Name
Candidate’s Current Home Address

Dear Dr. ____________________:

It is my pleasure to offer you a position as a Postdoctoral Research Fellow in my laboratory at UT Health San Antonio in the Department of _______________________. Your prior research training and experiences in __________________ and your current research interest in _____________ will contribute to your integration as an important member of my research program. This offer is effective Month/Day/Year through Month/Day/Year, at an annual rate of $_____________, and is contingent upon a (i.e., conferral of your degree, success of J1 (or other types) visa application, etc.). Start date is effective upon the success of your J1 (or other types) visa application. Additional years of postdoctoral research training beyond the first year are dependent upon satisfactory progress, a formal annual evaluation, and availability of funds.

DUTIES AND RESPONSIBILITIES
Your duties and responsibilities as a Postdoctoral Research Fellow at UT Health San Antonio will be first and foremost to engage in research and career training. Initially, you will attend orientation provided by the Office of Human Resources (for employees) as well as a separate orientation for postdoctoral research fellows. You must complete all compliance training required by the institution.

Your research project will focus on _______________ and will include __________________. The primary research emphasis of my laboratory is to understand _______________.

Your position will include activities related to professional development. For example, you will be expected to __________________. You are encouraged to take advantage of the many educational and professional development opportunities (e.g., grant writing workshops) at UT Health San Antonio and to engage in professional networking via the UT Health San Antonio Postdoctoral Association (UP).

Finally, you are expected to maintain the highest level of ethical behavior in the lab, to always set an example for the less experienced members of the lab, to comply with good laboratory practices, to follow established university guidelines for research, to avoid experimental bias, and to participate in ongoing training in the Responsible Conduct of Research (RCR), as well as Rigor and Reproducibility in Biomedical Science.

EVALUATION AND MONITORING
Your performance and progress will be evaluated regularly including at least once a year on a formal basis. You will be expected to prepare an Individual Development Plan (IDP) annually. In your formal yearly evaluation, we will discuss your progress as well as set short- and long-term goals and milestones. You will be encouraged to meet with me regularly to discuss research progress and professional development goals.
EMPLOYEE BENEFITS PACKAGE
You will be eligible for standard UT Health San Antonio benefits as a Postdoctoral Research Fellow. Information regarding benefits is available at: https://uthscsa.edu/hr/benefits.asp. You may also want to review the resources available through the Office of Postdoctoral Affairs at: https://opa.uthscsa.edu/.

Your signature below signifies acceptance of this Postdoctoral Research Fellow appointment. Please sign and return by Month/Day/Year (give at least 10 business days). You are an outstanding candidate, and we are certain that you will make significant contributions to science in the years to come. I am extremely pleased to provide you with specialized research training in ____________________ that will advance you to the next step in your career. I look forward to your participation as a productive member of our research team.

Sincerely,

____________________________________  __________________
Mentor’s Printed Name, Credentials   Date
Mentor’s Title

____________________________________  __________________
Chair’s Printed Name, Credentials  Date
Chair’s Title

Babatunde “Kay” Oyajobi, MBBS, PhD, MBA  Date
Director, Office of Postdoctoral Affairs

Position Accepted:

____________________________________
Candidate’s Printed Name, Credentials  Date