

​​**BOSTON COLLEGE**

DEPARTMENT OF HUMAN RESOURCES

**Date**

**[Postdoc name]**

**[Address]**

**[City, State Zip]**

Dear Dr.\_\_\_\_:

I am pleased to offer an appointment of Postdoctoral Research Fellow in the **[DEPARTMENT]** starting **[DATE]**.

**Postdoctoral Research Fellow at Boston College**

At Boston College, a Postdoctoral Research Fellow is an individual holding a doctoral degree or equivalent who is engaged in a temporary period of mentored research and/or scholarly training. The principal purpose of this appointment is to acquire the professional skills needed to pursue an independent career path of your choosing. As a Postdoctoral Research fellow, you are an employee of the University and shall work under **[FACULTY MENTOR’S NAME]** direct supervision and mentorship. **[FACULTY MENTOR’S NAME]** will be responsible for supervising your research, providing guidance in your career development, and answering any concerns you have regarding your Postdoctoral assignment. As a member of the Boston College community, you will be subject to the applicable policies and procedures of the University. Enclosed is a copy of Boston College’s Postdoctoral Research Fellow Policy. It is incorporated by reference into this letter and supplements this letter in governing the terms and conditions of your appointment.

**Regarding Your Appointment**

During this appointment, you will **[DESCRIBE RESEARCH PROJECT, EXPECTATIONS, AND RESPONSIBILITIES].** Your primary worksite location will be **[LOCATION]**. **[ADDITIONAL RELEVANT INFORMATION FOR THE APPOINTMENT, SUCH AS RESOURCES, COLLABORATIONS, TEACHING, ETC.]** The project may be modified within the objectives of the supporting grant or other funding for the appointment.

This offer is contingent upon evidence of a doctoral degree to your faculty mentor and compliance with all institutional rules and regulations. This offer is also contingent upon the successful completion of a background check, as well as verification that you have been fully vaccinated against COVID-19, including booster vaccinations as required by Boston College. Additionally, you must be authorized for employment in the United States at the time of your start date. If applicable, please work with **[DEPARTMENT ADMINISTRATOR]**, the department administrator, at [**E-MAIL AND/OR PHONE], [AND IF APPLICABLE, YOUR SERVICE CENTER CONTACT]** and the Office of International Students and Scholars to obtain the appropriate authorization.

**Salary**

Your salary on an annualized basis will be **[SALARY**] paid monthly on or before the 16th day of each month. Your appointment will be funded by **[FUNDING SOURCE]**, which is budgeted for **[LENGTH OF TIME].** You must receive your pay through the University’s direct deposit program. Your continued employment is contingent upon the availability of funding. The University cannot assume responsibility for your continued employment if those funds cease to be available and as a result you would not be eligible for the University’s notice policy. **In addition to your salary, additional funds will be provided for [DESCRIPTION OF ADDITIONAL FUNDS FOR RESEARCH, TRAVEL, MOVING (if allowed), ETC.]**

This is a full-time position and the first six months of your employment are considered to be a probationary period. This position may be renewed, depending upon mutual agreement, availability of funding, and satisfactory performance. This appointment is not to exceed four years and if you have had a prior postdoctoral appointment, your cumulative postdoctoral experience cannot exceed six years. As a professional/administrative employee additional hours may be necessary to fulfill the requirements of the job.

**Health Benefits and New Employee Orientation**

You will be eligible for the applicable benefits provided to University employees. You will be scheduled for a New Employee Orientation on Zoom when you begin your position. **You will be sent the date, time, and Zoom link for this orientation the week prior to the session.** Please note that the invitation for this Zoom session will be sent to the email address you used to apply for this position. This orientation program includes important information about your benefits, including health insurance, as well as an introduction to the University. Benefits information is also available via the web at www.bc.edu/benefits. Shortly, you will be receiving an additional email on accessing BC New Hire Self Service Forms as well as obtaining a BC Username.

Please be aware that you will need to provide acceptable Form I-9 documentation to the Human Resources Service Center by the third business day following your hire date. Acceptable documents are listed on the last page of the Form I-9, which can be found at <http://www.uscis.gov/files/form/i-9.pdf>.

Congratulations and welcome to Boston College! I trust you will find both personal and professional rewards as a result of your association with the University. Please feel free to contact me or any member of the Human Resources staff if we can be of assistance at any time.

Please acknowledge your understanding and acceptance of this position by emailing me at **[HR OFFICER] by [DATE].**

Sincerely,

**[HR OFFICER]**

**[TITLE]**

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**[VPR OFFICE] Date**

Enclosed: Postdoctoral Research Fellow Policy

cc: VPR Office, Faculty Mentor, Department Chair, Department Administrator