Dear \_

I am pleased to offer you an appointment as (Job Title-Post-Doctoral fellow/NRSA postdoctoral fellow/Visiting postdoctoral fellow) upon the recommendation of Professor (name) in the Department/Center (name). Your starting salary will be (Amount) per annum paid in 12 monthly installments according to standard payroll procedures funded through (name source- mentor's training grant/individual fellowship/government funding). Your appointment will be for a [one/two or three-year] period, (Date) through (Date), subject to evidence of a doctoral degree, funding availability and satisfactory performance. At the end of this period, this appointment may be renewed upon mutual agreement and subject to funding availability.

During your employment, you may expect to be periodically reviewed. As appropriate, the evaluation of your performance will include an assessment of your contributions to Northwestern University's research program, your support for projects within your research group and your individual scholarly achievements. [Any specific terms of employment such as experience or specialization must be included here].

The Office of Postdoctoral Affairs (OPA) is a central resource on postdoctoral training and offers support services and resources for postdoctoral scholars and faculty. The OPA maintains a [comprehensive website](http://www.tgs.northwestern.edu/resources-for/postdocs/index.html) (<http://www.tgs.northwestern.edu/resources-for/postdocs/index.html>) that you are encouraged to review prior to arrival as well as often during your training. Applicable university policies to which you are subject can be obtained from the [OPA website](http://www.tgs.northwestern.edu/resources-for/postdocs/appointments/policies.html) (<http://www.tgs.northwestern.edu/resources-for/postdocs/appointments/policies.html>). Additional useful information such as listserv sign-up, new postdoctoral fellow orientation and resource fair dates, University policies pertaining to postdoctoral fellows are also available from the OPA website and recommended for your review.

If you accept our offer, as soon as you arrive on campus you should (go to the Human Resources Department Payroll Office at 720 University Place, Evanston, or 710 N. Lake Shore Drive, Abbott Hall, Room 150, Chicago, /or go to department address or other office based on internal school procedure] and bring documentation of eligibility for employment in the United States. At that time, you will be given information regarding your university ID and email. In addition, you will receive your Staff Handbook and benefits information with enrollment materials.

You may be eligible to participate in University benefit plans. Additional information may be found through the [Benefits Office website](http://www.northwestern.edu/hr/benefits/index.html) (http://www .northwestern.edu/hr/benefits/). You will have 31 days from your start date to submit your benefits enrollment forms.

International postdoctoral scholars must also contact the International Office at 630 Dartmouth Place, Evanston, IL [http://www .northwestern.edu/](http://www.northwestern.edu/) international/ within 3 days of arrival.

We welcome you to the Northwestern Community and hope that your time here is both productive and enjoyable. Should you have any questions or problems, please do not hesitate to contact this office or the OPA (postdocs@northwestern.edu).

Dean's Signature cc:

Chair Professor

 accept this appointment: \_

Postdoctoral scholar

Date: \_