

The full Postdoctoral Training & Development Policy is available [here](#).

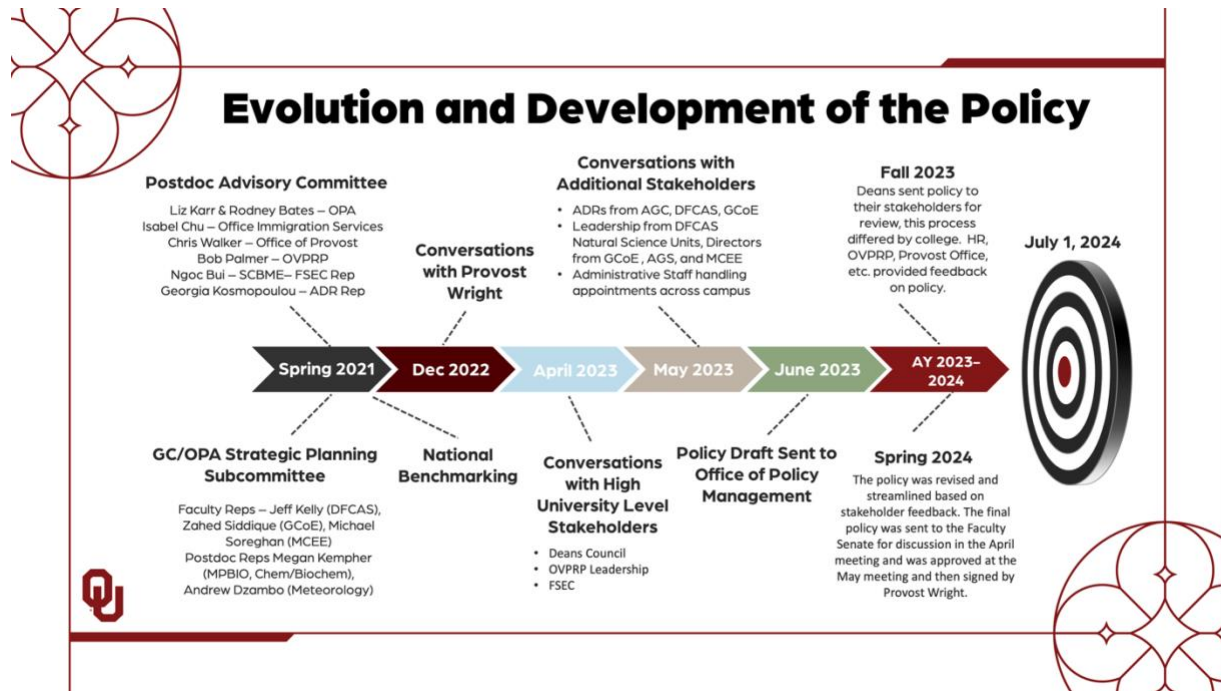


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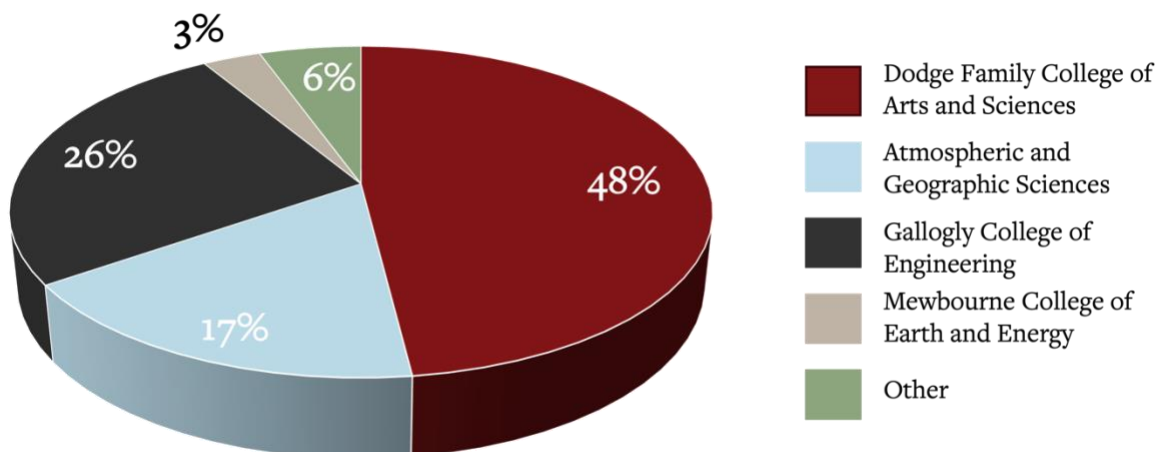
## EVOLUTION AND IMPLEMENTATION OF THE POSTDOCTORAL TRAINING AND DEVELOPMENT POLICY



**Abbreviations:**

GC – Graduate College, OPA – Office of Postdoctoral Affairs, DFCAS – Dodge Family College of Arts and Sciences, MCEE – Mewbourne College of Earth and Energy, AGS – College of Atmospheric and Geographic Sciences, GCoE – Gallogly College of Engineering, FSEC – Faculty Senate Executive Committee, OVPRP – Office of Vice President for Research and Partnerships, HR – Human Resources, SCBME – Sustainable, Chemical, Biological, and Materials Engineering, MPBIO- Microbiology and Plant Biology (now part of the School of Biological Sciences)

## DISTRIBUTION OF OU POSTDOCS BY ACADEMIC COLLEGE



The full Postdoctoral Training & Development Policy is available [here](#).

The following are as defined by [5.1.1.10- Postdoctoral Training & Development Policy](#)

## DEFINITIONS

- **Postdoctoral Researcher:** An early career scholar who recently received a doctoral degree and is being offered OU employment.
- **Postdoctoral training period:** An extended yet temporary preparatory training period for a Postdoctoral Researcher.
- **Postdoctoral Mentor:** A scholar holding a doctorate or equivalent degree. The Postdoctoral Mentor has aligned research interests with the Postdoctoral Researcher, promoting their career development and pathway to independence and is employed by OU.
- **Appointing unit:** Any academic unit or research center/facility at OU that house scholars with the credentials to mentor Postdoctoral Researchers and employs **Postdoctoral Researchers**.
- **Office of Postdoctoral Affairs (OPA):** An administrative office that oversees and advocates for the Postdoctoral Researcher population at OU.
- **Sponsor:** Any funding agency that supports the salary of the Postdoctoral Researcher.

## CONDITIONS OF POSTDOCTORAL RESEARCHER APPOINTMENTS

- The appointment is considered temporary, lasting a maximum of five years from the initial appointment.
- The Postdoctoral Researcher is within eight years of the doctoral degree throughout the term of the appointment.
- The appointment involves substantially full-time research or scholarship.
- The appointment is viewed as preparatory for a full-time academic and/or research career.
- The Postdoctoral Researcher is supervised by an active Postdoctoral Mentor in the discipline (e.g., equivalent credentials to the RM4 Graduate Faculty status as outlined by the Graduate Council of the University of Oklahoma-Norman Campus but does not require Regular Faculty status as defined in 5.1.1.2 of the OU Policy and Procedure Manual).
- Except in limited circumstances of the Research Fellow and the Scholar classifications listed below, Postdoctoral Researchers must have completed all doctoral degree requirements by the time of appointment.

The full Postdoctoral Training & Development Policy is available [here](#).

## **ADVERTISING POSTDOCTORAL RESEARCHER POSITIONS**

Postdoctoral Researcher Appointment advertisement is voluntary.

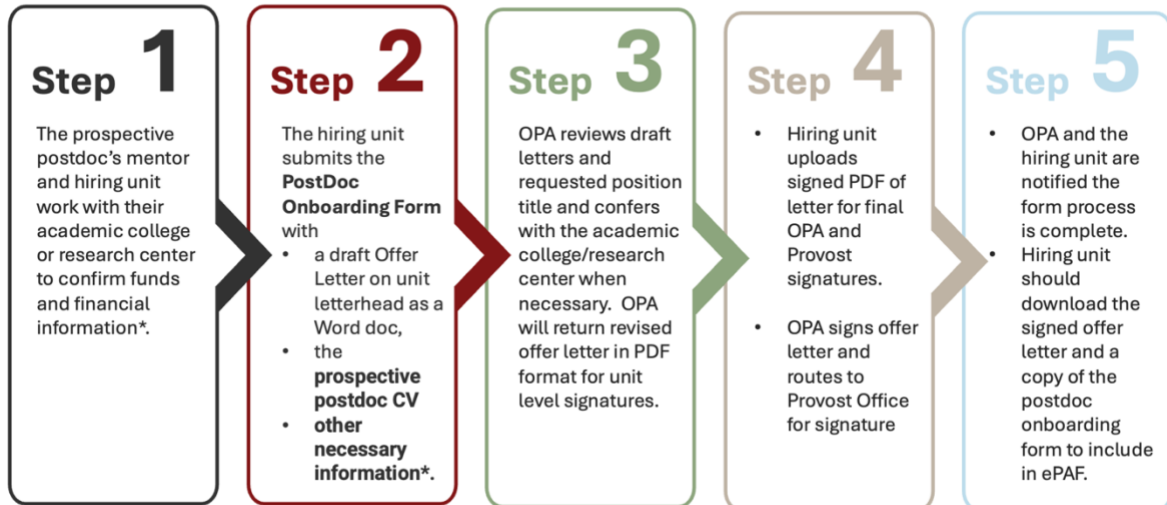
When they are advertised, please see below and review Section VI, Item C.1 of the [Postdoctoral Training and Development Policy](#).

- Be careful not to guarantee a specific job title without conferring with the OPA. It is best to use just the terminology of postdoctoral researcher position or postdoc position
- Any paid or unpaid advertising for postdoctoral researchers must include specific institutional language (mission, EEO, and diversity statements). The Provost's office has a template used for faculty job listings that you can use as a guide: <https://www.ou.edu/content/dam/provost/documents/Faculty-Job-Postings-Example-Template.docx>
- Advertisements should be reviewed by the Academic College's team that is involved in academic appointments.
- Advertising can be done using professional networks and bulletin boards.
- Any paid advertisements must first be posted through Interfolio before being posted to other venues. |

The full Postdoctoral Training & Development Policy is available [here](#).

## PRE-OFFER PROCESS

# Postdoc OPA Pre-Offer Process



*\*See the OPA guidance document for additional information.*

Prior to submission of the Postdoc Onboarding form the hiring unit and prospective postdoc's mentor should confer with the academic unit college to confirm funding and any college specific requirements. College specific contacts are as follows:

- Dodge Family College of Arts and Sciences: Heather Todd ([heathertodd@ou.edu](mailto:heathertodd@ou.edu)), Amy Little ([alittle@ou.edu](mailto:alittle@ou.edu)), and Patty Kimbrough ([pkimbrough@ou.edu](mailto:pkimbrough@ou.edu)).
- Jeanine Rainbolt College of Education: Kim Goodman ([kgoodman@ou.edu](mailto:kgoodman@ou.edu))
- Gallogly College of Engineering: Trinia Pearson ([triniahall@ou.edu](mailto:triniahall@ou.edu)) and Kelly Wilcox ([kwilcox@ou.edu](mailto:kwilcox@ou.edu))
- Mewbourne College of Earth and Energy: Cathy Brister ([cbrister@ou.edu](mailto:cbrister@ou.edu))
- Atmospheric and Geographic Sciences: Cindy Magarian ([cindym@ou.edu](mailto:cindym@ou.edu)), Kristi King ([kking@ou.edu](mailto:kking@ou.edu)), Rachel Meyer ([rmeyer@ou.edu](mailto:rmeyer@ou.edu))
  - CIWRO: Cassie Eads ([ceads@ou.edu](mailto:ceads@ou.edu))
- College of International Studies: Virginie Perez Woods ([virginieperezwoods@ou.edu](mailto:virginieperezwoods@ou.edu))
- College of Journalism and Mass Communication: Kelsey Martyn-Farewell ([kelseyymf@ou.edu](mailto:kelseyymf@ou.edu))

The full Postdoctoral Training & Development Policy is available [here](#).

- College of Fine Arts: Melissa Jackson ([melshel@ou.edu](mailto:melshel@ou.edu))
- College of Business: Avery Hollingshead ([avery@ou.edu](mailto:avery@ou.edu)) or Monica McCulloch ([mmcculloch@ou.edu](mailto:mmcculloch@ou.edu))
- VPRP Research Institutes and Centers: Dianna Crissman ([dcrissman@ou.edu](mailto:dcrissman@ou.edu))

The unit hiring administrator will submit the Office of Postdoctoral Affairs “[Postdoc Onboarding](#)” form (Single Sign On- SSO required)

- Once a potential postdoctoral mentor has had conversations with a potential postdoctoral researcher who would like to hire and is ready to begin the offer stage, they should collect the postdoc candidate credentials to provide to the unit hiring administrator
  - We must know the estimated completion date if the degree has not yet been completed. However, a postdoc cannot be onboarded (ePAF processed and employment started in a postdoc job code) without proof of degree completion – [see ePAF processing section](#)).

POSTDOC CANDIDATE INFORMATION		
Postdoc First Name *	Postdoc Last Name *	Postdoc Country of Citizenship *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Has the individual been previously employed by OU?		
* -- Choose --		
<hr/>		
<b>Postdoc Candidate Credentials</b>		
<b>CV of postdoc</b>		
* <input type="button" value="Attach File"/>	Upload a CV of the postdoc candidate (Word or PDF).	
Discipline of Doctoral Degree *	Year in which degree was earned *	Institution from which degree was earned *
<input type="text"/>	-- Choose -- <input type="button" value="i"/>	<input type="text"/>

- The unit hiring administrator will also need the postdoc mentor Sooner ID number and a faculty/professional website (if available). The ID number will then pull in the Postdoc mentor OU credentials (including any graduate faculty status).

POSTDOC MENTOR INFORMATION	
Mentor Sooner ID Number *	Postdoc Mentor Website (if available)
<input type="text"/> <input type="button" value="i"/>	<input type="text"/>

Once ID is entered:  
Once ID is entered:

The full Postdoctoral Training & Development Policy is available [here](#).

POSTDOC MENTOR INFORMATION		
Mentor Sooner ID Number * 1112 <small>Please enter at least 9 characters.</small>	Postdoc Mentor Website (if available)	
Postdoc Mentor First Name *	Postdoc Mentor Last Name *	Postdoc OU Email *
Postdoc Mentor Academic Unit *	Postdoc Mentor Rank/Position *	
Mentor Graduate Faculty Unit	Mentor Graduate Faculty Status	Mentor Graduate Faculty Expiration Date

- In the position information section provide the following information:
  - Job advertisement (if applicable)
  - Anticipated start date – Note that all start dates must align with the biweekly payroll calendar- payroll begin date (<https://www.ou.edu/payroll/my-pay/paycheck-calendar>) . If a start date is listed in the offer letter, it should also align with this calendar and should include the language “anticipated.”
  - Requested position title (see [USE OF POSTDOCTORAL RESEARCHER TITLES](#))
  - FTE for appointment
  - Annual Salary (see [POSTDOC COMPENSATION](#))
  - Attach the draft offer letter (see [OPA APPROVED OFFER LETTER TEMPLATE](#)) as a Word Doc; do not include signatures at this point; please ensure the document is on letterhead; the document will be revised as necessary and sent back to you as a PDF to obtain the necessary signatures.

POSITION INFORMATION		
<b>Job Advertisement</b> <input type="button" value="Attach File"/> Upload a copy of the job advertisement (Word or PDF).		
Anticipated Appointment Start Date *	Requested position title (see the use of postdoctoral titles) * -- Choose --	FTE for the appointment * -- Choose --
Annual Salary (see <a href="#">pay expectations for OU postdocs</a> ) *		
<b>Draft offer letter</b> <input type="button" value="Attach File"/> Upload a draft offer letter for review by the Office of Postdoctoral Affairs. This should include a position description. (Word)		

- The final section of the form requests information on the financial administrator and the source of funds for the postdoctoral appointment.

The full Postdoctoral Training & Development Policy is available [here](#).

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**Department financial administrator contact information:**

Financial Admin First Name

Financial Admin Last Name

Financial Admin OU Email

Source of funds for postdoctoral appointment (e.g., 100% sponsored funds, startup funds, other faculty funds, mixture)

- If the postdoc has their own funding, you will need information on their funding source, stipend amount, etc.
- If grant funding, include grant end date
- Principal investigator of the grant, if it differs from the mentor of the postdoc
- If split between grants, provide a description of the % effort

\*(click to sign)

Preparer Signature

Date



The full Postdoctoral Training & Development Policy is available [here](#).

## **GUIDANCE ON INFORMATION TO INCLUDE FOR ePAF PROCESSING**

- List the faculty mentor as "Time Approver"/"Reports To" as the faculty mentor or academic unit/chair, depending on unit.
- **REQUIRED** – Attach a confirmation of degree (copy of degree/transcript or a formal letter of completion of degree requirements) to the ePAF (see *Conditions of Postdoctoral Researcher Appointments*, Section VI, Item A.6, of [5.1.1.10 Postdoctoral Training & Development Policy](#)).
  - Note that an email from an institution that a satisfactory defense has been completed is not sufficient, as this does not confirm that all degree requirements have been completed (e.g., the dissertation has been accepted and submitted).
- **REQUIRED** – Attach a copy of the offer letter (beginning July 1, 2024, the offer letter must include the signature of Liz Karr, Senior Associate Dean of the Graduate College and Office of Postdoctoral Affairs, and André Wright, Senior Vice President and Provost) (see *Offer Letter*, Section VI, Item D.3, of [5.1.1.10 Postdoctoral Training & Development Policy](#)).
- **REQUIRED** – Copy of the Office of Postdoctoral Affairs “[Postdoc Onboarding](#)” form (SSO required and to be filled out by unit hiring administrator) used to obtain offer letter signatures and postdoc title approvals, etc. (see *Pre-Offer Process*, Section VI, Item C.2 and D.2, of [5.1.1.10 Postdoctoral Training & Development Policy](#)).
- **OPTIONAL** – Attach a copy of the advertisement (if applicable).
- **OPTIONAL** – Attach any additional relevant document/correspondence with OPA or other offices that may facilitate ePAF processing.
- **REQUIRED** – If non-grant funded or partially non-grant funded, provide info in the comments field on the source of funds, length of time funds are available, etc. Failure to do this results in significant delays as funds must be confirmed.

The full Postdoctoral Training & Development Policy is available [here](#).

## USE OF POSTDOCTORAL RESEARCHER TITLES

Per policy, the OPA will work with you and your unit to assign the appropriate title for the situation. Below is the standard usage of the available titles for postdoctoral researchers. During the pre-offer process, the unit can request a title using the Office of Postdoctoral Affairs "[Postdoc Onboarding](#)" form (SSO required and to be filled out by the unit hiring administrator).

### Postdoctoral Research Associate

All postdoctoral researchers in sciences, social science, and engineering funded through faculty/OU funds (grants, contracts, startups, faculty funds) should be appointed using the **Postdoctoral Research Associate (Job Code 6481)** position. Prospective researchers in this category should have completed all doctoral degree requirements. They must submit documentation to the hiring department/center and Office of Postdoctoral Affairs before ePAF approval and employee start date.

### Postdoctoral Research Fellow

Postdoctoral researchers receiving a fellowship (regardless of discipline) from a funding agency where their stipend funds are processed through OU should be appointed using the **Postdoctoral Research Fellow (Job Code 5669)** position. Prospective researchers in this category should have completed all doctoral degree requirements. They must submit documentation to the hiring department/center and Office of Postdoctoral Affairs before ePAF approval and employee start date.

### Postdoctoral Fellow

The **Postdoctoral Fellow (Job Code 5515)** position will be used for postdocs in the humanities, fine arts, and professions (e.g., social work/education) funded through faculty/OU funds (grants, contracts, startups, faculty funds).

### Research Fellow

The **Research Fellow (Job Code 5944)** position will only be used in two circumstances, and those already holding a doctorate degree are not eligible for this job title.

- a. For those moving towards a postdoctoral researcher position who have completed all requirements for the doctorate except submission and defense of the dissertation. It should be considered a temporary holding title (maximum appointment duration of 12 months) while the researcher wraps up their doctoral degree from another institution. However, their role at OU should be separate from the completion of their doctoral research project (see Scholar title). Research Fellows must still be actively enrolled as doctoral students at their home graduate institution. OU doctoral students are not eligible to hold this role. Those not near doctorate completion should be appointed under other titles. Please consult the OPA for guidance.

The full Postdoctoral Training & Development Policy is available [here](#).

- b.** A postgraduate research training experience for an individual holding a master's degree. The research training experience may prepare the individual for a doctoral program or employment in another research environment, including those pursuing career transitions. A career development plan must be submitted with the appointment request. The maximum appointment is for 24 months.

Those not approaching their doctorate completion or those not at OU for a specific post-master's research training experience may not be appointed under this title. *Please consult the OPA for salary guidance for this category.*

## Scholar

The **Scholar (Job Code 6511)** position should be used for doctoral students from other institutions that are doing specific research at OU to bolster the completion of their degree (directly related to their dissertation). It may also be used for other unique circumstances, given OPA approval.

Note: If a postdoctoral researcher is funded by a fellowship where the stipend is dispensed directly to the postdoctoral researcher (e.g., some NSF postdoctoral fellowships), the Office of Postdoctoral Affairs should be contacted for guidance on appointment and affiliation procedures ([postdocaffairs@ou.edu](mailto:postdocaffairs@ou.edu)).

The full Postdoctoral Training & Development Policy is available [here](#).

## POSTDOC COMPENSATION

### Minimum Campus Postdoc Salary

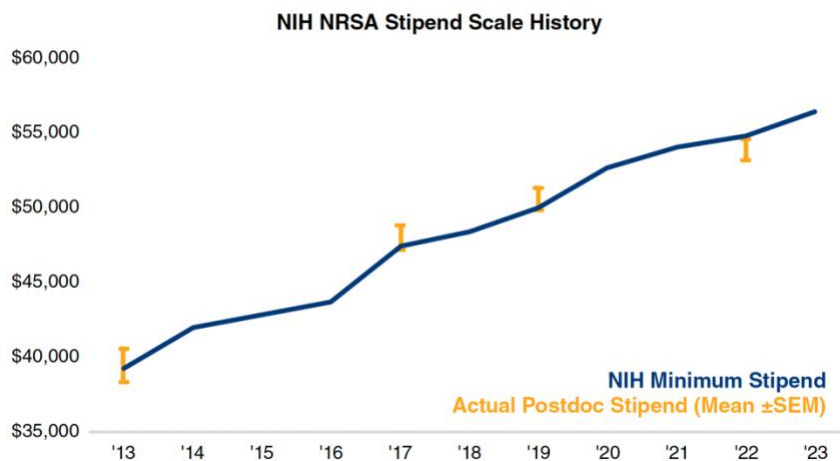
Per the [Postdoctoral Training & Development Policy](#) Section F, Items 1 and 2, the OPA will set minimum salaries for new postdoctoral researcher hires and announce the hires one year in advance.

### Effective dates for minimum salaries for new postdoctoral researcher hires

From	Salary
July 1, 2024	\$50,000 per year*
July 1, 2025	\$51,500 per year
July 1, 2026	\$53,045 per year

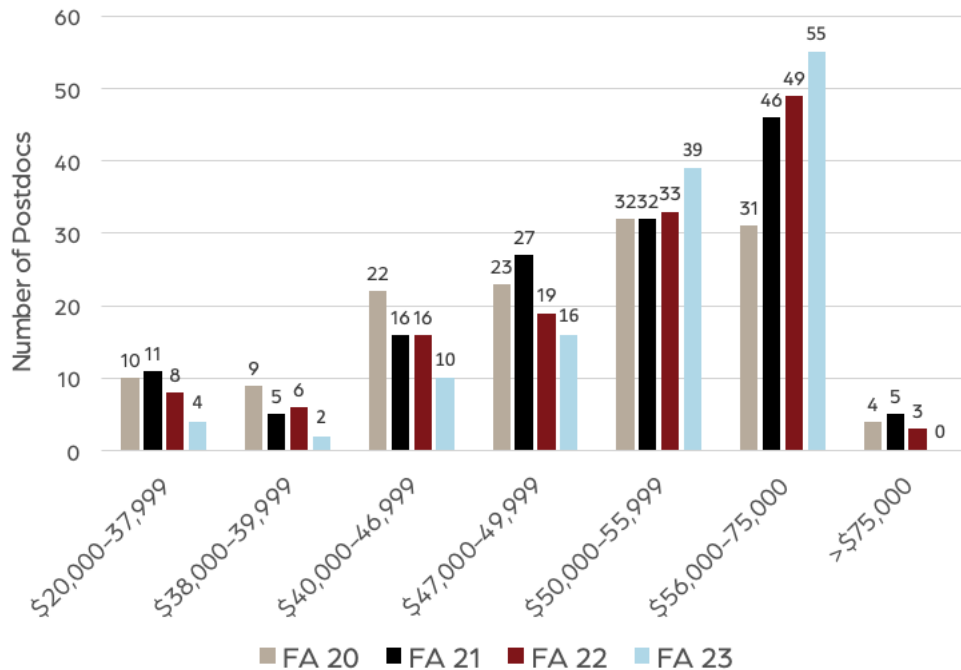
\*As of Fall 2023, 75% of OU Postdocs were above this rate, with an average campus-wide salary of \$54,178

### National and OU Postdoc Salary Data

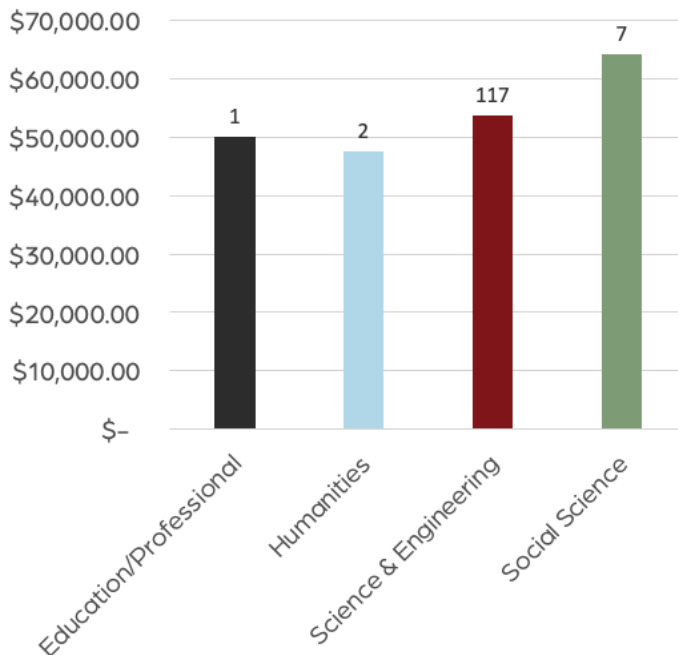


**National Postdoc Salaries.** NIH NRSA Stipend Scale History (blue line) and Annual Postdoc Stipend (gold bars) from the [2023 National Postdoctoral Association Institutional Policy Report](#).

The full Postdoctoral Training & Development Policy is available [here](#).



**OU Postdoc salaries continue to trend upward.** Salaries of OU Postdocs from Fall 2020 to Fall 2023 in salary range groupings used by the National Postdoc Association. Numbers above the bars represent the number of postdocs in each category.



**Average OU postdoc salary across broad disciplinary categories.** The number on top of the bar represents the number of postdocs in that category.

The full Postdoctoral Training & Development Policy is available [here](#).

### Recommended Disciplinary Benchmarking of Postdoc Salary

While we set a campus-wide minimum, we encourage benchmarking of postdoctoral researcher salaries in your discipline. Disciplinary societies and prestigious fellowships serve as a good resource for compensation information. The National Institutes of Health [Ruth L. Kirschstein National Research Service Award](#) (NRSA) (currently starting at **\$61,008/year** in 2024) and [National Science Foundation Postdoctoral Fellowship](#) (currently **\$60,000/year** in the life sciences and varies by discipline) stipend are helpful benchmarks for determining competitive postdoc compensation. The National Postdoc Association continues to find that postdoc minimum salaries at institutions nationwide track with NIH NRSA year zero salary.

### Grant Budgeting

The following values should be used in grant budgets to assist faculty in preparing for minimum salary implementations.

#### Grant budgeting periods/rates for postdoc researcher salaries

From	To	Salary
July 1, 2023	June 30, 2024	\$50,000 per year
July 1, 2024	June 30, 2025	\$51,500 per year
July 1, 2025	June 30, 2026	\$53,045 per year

### Budget Justification Language

Per university policy ([5.1.1.10 Postdoctoral Training and Development Policy](#)), The University of Oklahoma's [Office of Postdoctoral Affairs](#) sets the minimum salary for postdoctoral researchers. Those rates are \$XX,XXX for the year in which the postdoc is anticipated to be hired for this project.

The full Postdoctoral Training & Development Policy is available [here](#).

## **OU EXPECTATIONS IN MENTORING OF POSTDOCTORAL RESEARCHERS**

See *Responsibilities of Postdoctoral Mentors*, Section VI, Item I, of [5.1.1.10 Postdoctoral Training & Development Policy](#)).

### **Other Best Practices and Notes:**

- NSF requires a postdoctoral mentoring plan for postdocs funded on NSF grants (when requested in the original budget). It is recommended that this plan be shared and discussed with the postdoc.
- For NSF grants submitted/funded after May 20, 2024, PIs must certify that postdocs funded on those grants have an Individual Development Plan.
- The OPA is developing resources for postdoctoral mentors and plans to have these available in Canvas. Please email [postdocaffairs@ou.edu](mailto:postdocaffairs@ou.edu) to request an update on the availability of these materials.
- The Center for Faculty Excellence offers an Enhancing Mentoring program. The program explores best practices in mentoring through case studies in this interactive workshop. Facilitators, informed by the Center for the Improvement of Mentored Experiences in Research, are prepared to help you proactively align expectations and improve communication with mentees. The workshop will culminate in you articulating your mentoring philosophy and developing a mentoring contract. Please reach out to [cfe@ou.edu](mailto:cfe@ou.edu) for more information.

The full Postdoctoral Training & Development Policy is available [here](#).

## EVALUATION OF POSTDOCTORAL RESEARCHERS AT OU

See *Evaluation*, Section VI, Item J, of [5.1.1.10 Postdoctoral Training & Development Policy](#).

The following evaluations must be completed for all postdocs.

### 3-month evaluation

After three months of employment, an initial evaluation of the postdoc should be completed. The early evaluation provides a structured opportunity to discuss and address performance concerns early on. It also provides an opportunity to outline the expectations\* of the mentoring relationship and develop and review an Individual Development Plan (IDP)\*\*.

### Annual evaluation

Postdocs should be reviewed each calendar year. The evaluation should be completed between January 1 and March 31 following the evaluation period. For example, 2022 should be evaluated between January 1, 2023, and March 31, 2023. If a postdoc begins their employment after October 1, this will be their 3-month evaluation.

As non-faculty researchers, postdocs will complete annual evaluations using the [Faculty Activity System](#) (FAS) ([see Office of the Provost Memo](#)). After initial onboarding, the OPA will send the necessary information to set up postdocs in the FAS system.

The following uploads will be requested in the FAS system as part of the evaluation workflow:

1. Postdoctoral Researcher Full CV (required)
2. Individual Development Plan (required)
3. Postdoctoral Researcher Annual Evaluation Form (required) – *an OPA standardized template will be available; however, units that have a standardized format they use across all non-faculty researcher positions may request OPA approval to use that template*
4. Mentoring/expectation agreements/compacts (optional)
5. Any funding agency mentoring plans (optional)

### Deadlines for annual evaluations

Check with your department and academic college for internal deadlines  
May 1 – Evaluations due to the provost's office from the Academic college deans



The full Postdoctoral Training & Development Policy is available [here](#).

### Steps of an effective and meaningful evaluation process

- Self-evaluation by the postdoc that outlines progress/goals achieved, strengths, areas for improvement, and goals for the next evaluation period that are project specific.
- The completion, update, and review of a postdoc's IDP\*\*. This will help to assess the postdoc's overall progress and plans for research, professional, and career development goals.
- A structured meeting with mentor and postdoc to discuss performance and progress in research and career preparation.
- A written evaluation is completed by the mentor and provided to the postdoc and the Office of Postdoctoral Affairs (postdocaffairs@ou.edu).

#### **\*\*IDP starting points:**

- myIDP for STEM:  
<https://myidp.sciencecareers.org/?AspxAutoDetectCookieSupport=1>
- American Chemical Society Chem IDP: <https://chemidp.acs.org/>
- Imagine PhD-Social Sciences and Humanities: <https://www.imaginephd.com/about> o  
American
- Psychological Association IDP Tools: [https://www-apa-  
org.ezproxy.lib.ou.edu/education/grad/individual-development-plan](https://www-apa-org.ezproxy.lib.ou.edu/education/grad/individual-development-plan)

You can find additional evaluation resources on the OU HR website:

<https://apps.hr.ou.edu/dms/GetDocuments.aspx?p=Performance%20Evaluations>

The full Postdoctoral Training & Development Policy is available [here](#).

## OPA APPROVED OFFER LETTER TEMPLATE

Per policy, all OU postdoctoral position offer letters must use this letter as a starting base.

Please copy and paste into the department/center letterhead

[Date]

Dear [Name],

I would like to offer you a **[refer to title recommended by OPA] position in [lab/research group] under [my/the supervision of] [immediate supervisor name] in [Department/Center]** at the University of Oklahoma (OU) [Norman/Tulsa campus]. This offer letter outlines the details of the position.

Choose one of the following:

- **(For salaried positions)** The position is a **[1.0 is recommended]** FTE salaried position paid biweekly. The annual salary is **[\$amount ≥ \$50,000 after July 1, 2024]**.
- **(For Hourly, less than 1.0 FTE appointments that do not reach \$47,500 per year threshold)** The position is a **[XX]** FTE hourly position that is paid biweekly with an annual salary **[\$XX,XXX]**. This annual salary is based on an hourly rate for 40 hours per week of work. Your hourly rate will be **[\$xx]/hour**, which is calculated by dividing **[\$yearly salary]/ (52 weeks x 40 hours/week)**. Since postdoctoral research work sometimes extends beyond 40 hours per week, you may be allowed to request, via email, up to **[X]** hours per week of overtime. This overtime work is not required but may be desirable to maintain productivity. Work over 40 hours per week must be approved in writing in advance by your supervisor. You will be paid 1.5 times your hourly rate for every hour worked over 40 within a one-week period. You must accurately report and be paid for all hours of work.

The initial appointment is for **[one year recommended]**, with the potential for reappointment if both parties agree. The University of Oklahoma is an "at-will" employer, which means employment may be terminated by either party at any time for any reason, including but not limited to: loss of project funding, unsatisfactory performance, misconduct, or for other reasons. This offer is contingent on the University's verification of credentials and other information required by state law and University policies, including the completion of a background check. Employment requires that you are subject to the University of Oklahoma Tuberculosis testing policy.

Since your salary is funded by a grant, your position is also contingent, in part, upon the continued receipt of these funds. OU employees appointed to positions funded in part or in whole by a grant are expected to use all earned paid leave during the specified period of their appointment. Generally, accrued but unused leave is not required to be paid out as compensation to grant or contract-funded employees at the termination of employment. The Immigration Reform and Control Act of 1986 requires that you complete paperwork (Form I-9) verifying your identity and your eligibility to legally work in the United States on or before your

The full Postdoctoral Training & Development Policy is available [here](#).

first day of work. Please bring original documentation, which a list of acceptable documents is enclosed, that establishes your identity and your right to work. OU participates in E-Verify and will provide the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

The **[official OU postdoc title-see title choice guidance]** will work on research projects related to **[insert additional position responsibilities/project/funding agency specific details here]**. As an OU employee, you must complete all employee and safety training assigned to you. You are expected to maintain the highest level of scientific integrity and record keeping; any falsification of data or failure to maintain a detailed notebook will be considered grounds for dismissal.

If you accept this position, you must provide evidence of receiving the doctoral or equivalent professional degree. Acceptable evidence includes a copy of the degree certificate, a transcript indicating degree conferral, or a formal statement from the university's registrar or graduate school with an official seal or notary stamp. If you have not already done so, please send this information to **[departmental representative]** with copies to the Office of Postdoctoral Affairs ([postdocaffairs@ou.edu](mailto:postdocaffairs@ou.edu)). If your degree is not conferred or if you do not provide evidence of degree conferral prior to the start of employment, your appointment may be terminated or transitioned to a different classification.

Your performance will be formally evaluated on a yearly basis. You are encouraged to take advantage of OU programs that support your professional development. OU has an Office of Postdoctoral Affairs, which provides advocacy, support, and professional development to postdoctoral researchers on the Norman campus. You may find more information on their website. Additionally, there is a postdoc-led Postdoctoral Association on campus. Soon after you begin your position, **[SUPERVISOR NAME]** will discuss specific research and career progress expectations with you. As part of your professional development, you are encouraged to develop an Individual Development Plan (IDP) to identify your research goals, professional development objectives, and career objectives, or your PI or funding agency may require an IDP.

Please indicate your acceptance of this preliminary offer by signing below and returning the original letter to me by **[date]**. Keep a copy for your records.

Sincerely,

[Faculty Name]  
[Faculty Title]  
[Faculty Department]  
[Faculty e-mail]

The full Postdoctoral Training & Development Policy is available [here](#).

[Director/Chair Name] [or other appropriate leadership, consult OPA if unsure]  
[Director/Chair Title]

Liz Karr  
Senior Associate Dean  
Graduate College & Office of Postdoctoral Affairs, Norman Campus

André-Denis Wright  
Senior Vice President and Provost, Norman Campus

My signature below indicates my acceptance of this appointment, and I understand my employment is contingent on: successful completion of a background check; the University is an at-will employer, and my employment may be terminated at any time for any reason including but not limited to loss of project funding, unsatisfactory performance, misconduct, or for other reasons; and the preliminary and formal offer letters are not employment contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_