## 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 the department/center letterhead and upload to postdoc onboarding form without any signatures.

**Only the text in Bold may be modified.**

**Highlighted sections should be selected based on the situation.**

[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 with an annual salary of **$[amount ≥ $50,000 after July 1, 2024).** The salary will be paid biweekly in amounts of $XXXX according to the biweekly payroll calendar (<https://www.ou.edu/payroll/my-pay/paycheck-calendar>).
* (For Hourly, less than 1.0 FTE appointments that do not reach $47,500 per year threshold at the appointed FTE, e.g., a 0.5 FTE appointment at $25,000/year must be appointed as an hourly even though the 1.0 rate would exceed the $47,500 threshold)
  + The position is a **[XX]** FTE hourly position with an annual salary $[XX,XXX]. Your hourly rate will be **$[xx]**/hour, which is calculated by dividing $**[yearly salary]/** (52 weeks x XX hours/week). The salary will be paid biweekly in amounts of $XXXX according to the biweekly payroll calendar (<https://www.ou.edu/payroll/my-pay/paycheck-calendar>). Extra hours beyond the designated FTE may be allowed upon request via email from your supervisor, up to **[X]** hours per week.

Postdoctoral researchers appointed at .75 FTE or greater receive benefits as outlined in the [Postdoctoral Training and Development Policy](https://universityok.navexone.com/content/dotNet/documents/?docid=374&public=true).

The initial appointment is for **[one year recommended]**, with the potential for reappointment if both parties agree. Your appointment is restricted to work in the State of Oklahoma unless you have received prior written approval through the University’s Remote Work Guidelines: <https://hr.ou.edu/Managers-HR-Payroll-Coordinators/Remote-Work-Guidelines>.

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.

[Include this when all or a portion of the position is grant-funded]

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 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 proof 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). If your degree is not conferred or does 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]

[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.

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Signature Date

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