**POSTDOCTORAL SCHOLAR CONTINUATION LETTER OF APPOINTMENT**

[Place on your letter head]

(DATE)

NAME

ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer a continuation of your current position of (*insert title and job code*) in my group at Florida State University.

**Appointment**

Your continuation appointment in *(insert unit name)* will be effective on (*insert date*). You will be supported on *(insert grant name and number or indicate other sources of funding)* at an annual rate of (*insert annual amount*), to be paid in accordance with the payroll schedules of Florida State University. This funding will commence on (*insert funding begin and end date; please note that while the initial appointment is designed for 1 year, the continuation appointment can be for less than one year, and you can insert the anticipated ending of training. You may reuse this continuation appointment form again if new funding is acquired or a change of duties or compensation is made*). Your continuation appointment will continue to be renewable each year contingent on satisfactory progress, mutual agreement, and available funding. University policies define the maximum tenure in a postdoctoral position as four years. **(Include the following if the appointment is for 30 hrs. or more each week-** *As a postdoctoral scholar working 30 hours or more each week you may continue to be eligible for the benefits described in the Florida State University HR Regulations, available on the website-* [*http://hr.fsu.edu/*](http://hr.fsu.edu/)*. Please refer to the benefits for (select one of the following based on job code used* ***OPS/ salaried employees****).* \**Your continued position meets the criteria for exemption from the provisions of the Fair Labor Standards Act (FLSA Exempt); thus, you will not be eligible to receive overtime compensation.*

**Responsibilities** (Update your statement of your expectations and/or the responsibilities of the postdoctoral scholar, where necessary.  Also provide an updated statement of the responsibilities of the advisor and/or what the postdoctoral scholar should expect from the mentor. Be as explicit as possible.)

***Example of Renewal of Postdoctoral Scholar Responsibilities [where there are NO changes]:***

*I am happy to renew our working relationship similar to the goals and expectations specified on your initial appointment letter. As developed annually in your Individual Development Plan (IDP), I expect you to make successful progress along the bench marks we have established. (Here include explicit milestones you expect such as publication, presentation, grant writing, graduate supervision, how and when they will be evaluated, and any additional advancing milestones that are in keeping with the original appointment).*

***Example of Renewal of Postdoctoral Scholar Responsibilities [where there ARE changes]:***

*I am happy to renew our working relationship for the specified training interval. In addition to the goals and expectations specified on your initial appointment letter, you will be responsible for (description of new or modified projects, responsibilities, and functions). To familiarize yourself with the features of this new/additional project, I recommend that you read the enclosed articles. This project will be conducted in collaboration with (insert names of colleagues) in (Insert name of department or unit – possible mention of work with animals).*

*With respect with this change in project, my expectations for you include [SPELL OUT, for example, a willingness to contribute intellectually to the project, and to assist in the training of graduate students. Will you continue to serve as the mentor or will there be others or substitutions? What are your expectations for independence, team work, evenings, and weekends, as needed, etc. Also include in this portion explicit bench marks of successful progress, such as publication, presentation, etc.., how and when they will be evaluated, information regarding attendance at meetings, use of office copy machines and phones, etc... as applicable)*

***Example of Mentor Responsibilities [where there are NO changes]:***

*You should continue to expect that I will provide funds to support your travel to one conference a year to disseminate the results of your research and for career building. We will continue to meet formally on a biweekly basis but am available more frequently as needs arise. I will continue to assist in your development in oral and written communication as well as training with [type of equipment, skill, technique, etc. – specify details and/or access to specialty equipment, intellectual resources]. We will follow our compact of mutually beneficial goals itemized in your Individual Development Plan (IDP) and our annual review process that will be approximately June 1st.*

***Example of Mentor Responsibilities [where there ARE changes]:***

*See above paragraph an insert modifications to mentor responsibility as needed. If the project or career plan of the postdoctoral scholar have significantly changed, then the Individual Development Plan (IDP) needs to be updated accordingly. End the paragraph with – “We will follow our revised compact of mutually beneficial goals itemized in your new Individual Development Plan (IDP) and our annual review process that will be approximately June 1st.*

[Provide language for responsibilities for postdoctoral scholars that have teaching responsibilities as well as research responsibilities, if relevant.]

***Example of Teaching Responsibilities:***

*Because your appointment involves a teaching assignment at either the undergraduate or graduate level, you must meet university-wide qualifications that include a doctorate in a field or specialty commensurate with your teaching duty, certification in the two day Program for Instructional Excellence, and demonstration of English language proficiency. Details of these qualifications can be found under the policy division of the FSU’s Office of Postdoctoral Affairs (OPDA) website. Either myself, or [name teaching supervisor] will serve as your supervisor for instruction in the course [name course, if assignment made already]. You are encouraged to meet weekly with your teaching supervisor during the development of your course so that they can provide feedback on the oral delivery of your lectures, the style of learning and evaluation of your students, and other classroom-related questions you may have as you prepare to be a more experienced Instructor of Record.*

Provide language for responsibilities for postdoctoral scholars that have teaching responsibilities as well as research responsibilities, if relevant.]

**Career Development and Annual Review Process**

As you are aware, the Office of Postdoctoral Affairs is an excellent resource for information regarding professional development workshops, postdoctoral travel awards, intramural grants program, networking with fellow postdoctoral scholars through the Postdoctoral Association (PDA) and other postdoctoral policy-related issues at FSU. You may elect to become a member of the PDA to enhance your leadership skills and opportunities in professional engagement.

Each May, you will be provided an annual review administered and received by your Postdoctoral Departmental Coordinator or Director. You will continue to annually self-evaluate your progress, I will continue to contribute my evaluation as your direct supervisor, and we will sign this compact to include upcoming research and professional development plans for the upcoming year. This compact is due annually on June 1st to your Departmental Coordinator or Director ([found here](http://opda.fsu.edu/About-Us/Contact-Us)) and will be used as a tool to monitor the continuation of your appointment.

For postdoctoral scholars with teaching duties, performance evaluations as Instructor of Record must be completed no later than three weeks after the close of each semester. Please consult, as needed, the FSU Policy on Evaluation of Instructors of Record (http://policies.fsu.edu/). Reappointment as an Instructor of Record is contingent on performance evaluation.

**Documentation Needed**
This renewed appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Florida Board of Governors, the Florida State University Board of Trustees, and Florida State University. Please continue to be familiar with any modification of University policies on sexual harassment, outside activities, conflicts of interest, and intellectual property (<http://www.fda.fsu.edu/>). You should stay updated in certifications or requested trainings in regards to the above University policies.

If you accept my continuation offer, please complete the following:

* sign and return the enclosed copy of this offer (*by when and what mode*),
* provide an updated copy of your CV,
* it is highly suggested that you create and maintain a [LinkedIN Profile](https://www.linkedin.com/help/linkedin/topics/6042/6043/15493/your-linkedin-profile-overview?lang=en)

***Optional****: I continue to be enthusiastic concerning your integral participation as (my mentee or) a team member of my group. I am confident that the collegiality and intellectual community here at Florida State University will continue to shape your competitiveness as a [*name of appointment*]. I look forward to hearing from you. This contract is void if not signed by (insert date).*

Sincerely,

*(Insert your name, Department and Position) Date*

I accept the offer as outlined above.

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Signature Date

*(Insert their full name)*

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***[\*Note to Hiring Departments:***

For additional information on FLSA status for Postdocs and minimum salary requirements, click [here](http://hr.fsu.edu/pdf/publications/FLSAChangesPostdoctoralScholars07_08_16.pdf).]