

## Postdoctoral Appointment Checklist

1. The faculty mentor and/or department chair create and send an appointment letter to the postdoctoral scholar.
  - a) Letter should be written as required by the postdoctoral policy. There are several appointment letter templates at: [http://www.research.vcu.edu/vpr/postdoc/appointment\\_letter.htm](http://www.research.vcu.edu/vpr/postdoc/appointment_letter.htm)
  - b) As per the policy ([www.research.vcu.edu/vpr/postdoc/index.htm](http://www.research.vcu.edu/vpr/postdoc/index.htm)) the appointment letter must include the following information:
    - basic terms of the appointment including the intended overall period of appointment (including the provision of the annual required renewal of the appointment)
    - the end date for the current award must be indicated even if a renewal of the award is anticipated
    - the compensation level
    - the health benefits that will be provided (minimally, the scholar must be provided payment/contribution toward the cost of health insurance equal to the cost of individual coverage from a designated plan offered through the Office of Postdoctoral Services)
    - amount of paid leave time (minimally, the scholar must be provided with 20 days per appointment year)
    - a statement that the appointment is subject to University and Office of Research policies
    - whether funding for the period of the intended appointment is secure; if not, the duration of secure funding must be noted
    - if the appointment is dependent on extramural funding
    - a general description of the project and/or activities on which the postdoctoral scholar initially is to be involved
    - that an annual review of the progress of the postdoctoral scholar will be undertaken.

**Please note: When appointing an international postdoctoral scholar, the department/school must also follow procedures defined by Immigration Services in the Office of International Education. Immigration Services can be contacted at: 828-0595 or [oi@vcu.edu](mailto:oi@vcu.edu).**

2. The letter is sent to the postdoctoral scholar. The postdoctoral scholar accepts the appointment by signing the appointment letter and returning it to the hiring department.
3. Departmental administrator prepares a PAF or Direct Pay form and a Post Doctoral Payment Schedule as appropriate for the Scholar-Fellow and Scholar-Trainee.
4. Deliver all postdoctoral appointment papers to the Office of Postdoctoral Services (800 E. Leigh Street, Suite 115) in advance of or concurrent with the proposed start date for the appointment. Appointment papers include:
  - Applicant's CV or resume
  - A copy of the appointment letter signed by the applicant accepting the position
  - PAF or Direct Pay form and a Post Doctoral Payment Schedule as appropriate for the Scholar-Fellow and Scholar-Trainee.
5. The OPS will forward all paperwork to the appropriate university office.

Questions: Andrekia Branch, Coordinator of Postdoctoral Services, Biotech I, 800 East Leigh Street, Suite 115, 827-6036, [aebbranch@vcu.edu](mailto:aebbranch@vcu.edu)