

Dear VCU Faculty Member:

The information on this page will assist you in the appointment of a postdoctoral scholar. The Office of Postdoctoral Services (OPS) is here to facilitate this process, so do not hesitate to contact us should questions arise. Some important points to consider in making the appointment include:

- 1) Postdoctoral scholars have terms and conditions of employment, including paid leave, minimum salary and health insurance, to which they are entitled according to VCU policy.
- 2) Appointments are generally for one year, renewable for up to four additional years for a total of five years.
- 3) The appointment letter must include the basic terms of the appointment (compensation level, health insurance benefits, etc.) as well as a description of the project and/or activities on which the postdoctoral scholar will be involved. Please see the sample appointment letters which may be adapted to meet your specific needs.
- 4) 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.
- 5) The primary purpose for a postdoctoral scholar position is for training. Performance benchmarks should be established and progress monitored on a regular basis.

If you have any questions please contact Ms. Andrekia Branch, Coordinator, Office of Postdoctoral Services, Biotech I, 800 East Leigh Street, Suite 115 (aebranch@vcu.edu, 827-6036) or Dr. Ann Nichols-Casebolt, Associate Vice President for Research Development, (acasebol@vcu.edu, 827-2267)

VCU recognizes that postdoctoral scholars are an essential component of the research program. The Office of Postdoctoral Services is here to help ensure that this is a rewarding experience for both the mentor and the trainee.

Sincerely,

Francis L. Macrina, Ph.D.
Edward Myers Professor of Dentistry and
Vice President for Research
Virginia Commonwealth University