**Offer Letter for Post-Doctoral Associate**

(please remove the above title and place this letter on your electronic letterhead)

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name:**

I am pleased to offer you an appointment at The University of Texas at Arlington (UTA), as a Post-Doctoral Associate. You will be assigned to the Department of **Department Name** and your duties and schedule will be determined by your supervisor, **Supervisor’s First and Last Name**, **Supervisor’s Title.**

Your 1.0 FTE, regular, exempt appointment will be effective from **Start Date** through **End Date** and provides a salary of $**Salary**.  The salary is subject to all deductions required by the Federal and State laws and can include other deductions authorized by you in writing. Should you be renewed for this position, a renewal appointment letter will be issued to you.

All faculty, administrators, and staff are subject to the relevant provisions of the [Rules and Regulations of the Board of Regents](https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations) and the [Handbook of Operating Procedures](https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main) of The University of Texas at Arlington and to applicable state and federal laws.

Your appointment is contingent upon the availability of research funding, as well as provision of documentation verifying that you have satisfactorily completed all your requirements for your Ph.D.  (INSERT OR DELETE AS APPLICABLE) Please review enclosed description of job duties.

(INSERT ITEMS 1-3 BELOW AS APPLICABLE)

In addition to the funding listed above, you will be provided with:

1. Equipment funds of **$Amount**. **Necessary Details.**
2. Travel funds of $**Amount**. **Necessary Details**.
3. You will receive relocation assistance lump sum of $ **Amount**. This amount includes travel expenses between the date of acceptance and the start date for the purpose of transition and for house-hunting. Under current tax law, any relocation expenses paid by the University constitute as taxable income for the employee. Accordingly, applicable taxes will be withheld from the employee’s paycheck in the month of, or the month following, the month that such relocation expenses are paid by the University. For further information, please contact (**Department Name**) at (**Department contact information**). These funds will not be disbursed until after your start date.

**Onboarding Requirements**

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. In addition, the University provides an additional benefit that allows for new employees to be eligible for medical coverage effective the first day of employment. All benefit elections must be made within 31 days of the date of employment.

Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits. You can review UT Arlington’s comprehensive benefits and retirement packages using the following links: [UT SELECT Benefits Guide](https://www.utsystem.edu/documents/docs/publication/2021/ut-select-medical-plan-guide-prescription-drug-coverage) and [Retirement Programs Summary.](http://www.utsystem.edu/documents/docs/ut-retirement-program/summary-retirement-programs)

The University uses the federal electronic employment verification system known as E-Verify for all new hires and rehires. The E-Verify system compares the information that employees submit on their Form I-9 with records maintained by the federal government and has stringent deadlines for processing verifications and penalties for non-compliance.

We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986, is authorized to work in the United States. You must meet the requirements of the Act to qualify for employment.

*You must complete Section 1 of your I-9 form* ***on or before*** *your first day of employment. I-9 identification must be presented to the onboarding team* ***within 3 business days*** *of your start date.*

* Visit the [Form I-9](https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18567) website and click the “Get Started” button to complete the form.
* See a [list of acceptable documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) for I-9 verification.
* Book an onboarding appointment to process your I-9 with an Onboarding Navigator at [I-9 Online Booking.](https://outlook.office365.com/owa/calendar/NewEmpPpwkInfo%40bookings.uta.edu/bookings/s/zEDMhHSUcEe_sbIuWEAr7A2)
* Report to your onboarding appointment location on your first day with your I-9 verification documents.

If you are a foreign national in need of US work authorization, this offer is contingent upon your ability to satisfy all immigration requirements, US travel regulations, and University policies, especially those regarding travel and entering the country. If external circumstances limit your ability to meet all these requirements, the University of Texas at Arlington reserves the right to delay or withdraw this offer.

This offer is also contingent upon satisfactory completion of all pre-employment screening requirements, which includes a criminal background check, and receipt of your terminal degree to meet certification necessary for accreditation.

In compliance with state laws, please note that all purchases made with university resources are and remain university property that must be returned upon resignation or termination of employment.

**Acceptance**

The faculty of the Department of **Department Name** are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you join us. Please indicate your acceptance of this offer by signing in the space indicated below and returning via email to **Name** at **Email Address** on or before **Date** so that we may forward your appointment for the review and approval process.

If you have any questions, please reach out to me. We look forward to welcoming you to Maverick Country!

Sincerely,

**Name of Dean**   
Dean, **College or School**

cc:

Jim Grover, Dean, Graduate School

Academic HR ([ahr@uta.edu](mailto:ahr@uta.edu))

**Name of Department Chair**, Chair, **Department Name**

**Name of Supervising Professor**, **Title of Supervising Professor**, **Insert Name of Supervising Professor’s Department**

(INSERT ITEMS BELOW AS APPLICABLE)

**Assistant/Associate** Dean for Graduate Affairs, **School/College**

Satu Birch, Director, International Student and Scholar Services-(ONLY IF INTERNATIONAL)

I accept this offer of appointment.

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**Candidate Name** Date