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/postdoc/appointment_letter.htm](http://www.research.vcu.edu/postdoc/appointment_letter.htm)

   b) As per the policy (https://policy.vcu.edu/universitywide-policies/policies/postdoctoral-scholars.html) 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 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 the Vice President for Research and Innovation 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 Global Education Office. Immigration Services can be contacted at: 828-0595 or geo@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 Purchase Order and a Post Doctoral Payment Schedule as appropriate for the Scholar-Fellow and Scholar-Trainee.

4. Submit all postdoctoral appointment papers to Postdoctoral Services (800 E. Leigh Street, Suite 3000) 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 copy of Purchase Order and a Post Doctoral Payment Schedule as appropriate for the Scholar-Fellow and Scholar-Trainee.

Questions: Andrekia Branch, Coordinator of Postdoctoral Services, Biotech I, 800 East Leigh Street, Suite 3000, 827-6036, aebranch@vcu.edu