

Date: _____

Fellow's Full Name: _____

Fellow's Address: _____

Dear _____:

I am pleased to offer you a position as a Postdoctoral Fellow in my laboratory at University of South Alabama Department of _____ subject to the conditions identified further below. We are pleased that you will be a part of the University of South Alabama Jaguar community and look forward to your arrival. As a postdoctoral fellow, you will be subject to the applicable policies and procedures of the University. This letter formalizes our mutual understanding and outlines the specific guidelines and expectations:

1. **Salary:** The postdoc salary will be **\$61,008**, as currently mandated by the Whiddon College of Medicine.
2. **Benefits:** See the Benefits section in the Office of Postdoctoral Education Handbook effective 6/01/2017 found at:
<https://www.southalabama.edu/departments/postdoctoraleducation/handbook.html>.
3. **Duration of Employment:** You understand that employment is for a consecutive 12-month working period (of an expected overall time commitment of 4 years), with evaluation of performance prior to renewal each year. Prior to the completion of each year of employment, you and I will discuss all relevant issues (research contributions, productivity, effort, commitment) and determine whether renewal for the next year is justified and recommended. University guidelines require that all renewals occur on a yearly basis. It is understood that renewal of employment is also based upon the available research funds.
4. **Termination of Employment:** If you wish to resign your appointment prior to the end of an appointment period, you must notify me in writing. It is expected that you will provide at least one month's notice. Your appointment may be terminated by USA prior to the end of an appointment period by USA providing at least a three-month notice in writing, unless circumstances are deemed to merit immediate termination, including but not limited to cases of fraud or research misconduct.
5. **Mediation of the Position:** Any and all issues related to the termination of employment shall be mediated by and through the Office of Postdoctoral Education.
6. **Expectations of this position:**
 - **Professionalism:** You are expected to act in a professional and respectful manner at all times.
 - **Commitment / Effort:** You are expected to perform your duties with a full 100% commitment and effort to research.
 - **Teamwork:** You must work in a collaborative fashion with all researchers within the Department of _____. This may include participation with several PI's on multiple related projects, performing selected research to further the efforts of the group.
 - **Honesty/Integrity:** SCIENTIFIC MISCONDUCT WILL NOT BE TOLERATED. All experiments and daily activities will be accurately and honestly recorded in a log book, which is the sole property of the University of South Alabama. Lab books are NOT allowed outside of the research facilities.
 - **Punctuality:** You are expected to be punctual and on time for daily activities, including laboratory meetings, presentations and other research group activities.
 - **Research Training Expectations:** a brief description of the Research Focus & training objectives is attached.
7. **Intellectual Property:** All experiments and results obtained shall be recorded daily in the log book. Supplementary data (data, charts, graphs etc.) that are maintained in the computer system shall be secured daily. It is illegal to remove laboratory data from the department for any purpose, and if such activities are discovered, this will be grounds for termination of employment and possible criminal prosecution by authorities.

