**SAMPLE NOTICE OF APPOINTMENT LETTER**

**POSTDOCTORAL SCHOLARS**

**(Last Revised March 2023)**

**Date**

**Name**

**Address**

Dear [**Title] [Last Name]:**

Congratulations! I am pleased to offer you the **position of/ reappointment of** Postdoctoral Scholar – **[Job Title(s) and Code(s)] at [FTE%]** in the **[Department of /Academic Research Unit]** at the University of California, Santa Barbara (UCSB) effective **[Start Date]** through **[End Date]** at the annual rate of $**[Salary]**. You will be funded from **[Name of Funding Source(s)]**.

Your work location will be **[Work Site]** under the supervision of **[Title and Name of Supervisor]** and your research activities will involve **[Description of Job Duties].**

**Representation by UAW**

Postdoctoral Scholars at the University of California are exclusively represented by the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). The union’s (UAW Location 5810) website is <https://uaw5810.org/>.

A copy of the collective bargaining agreement between the University of California and the UAW is available at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html>.

**Please complete the Membership Election form available at https://uaw5810.org/.**

**Benefits**

Details concerning your benefits as a Postdoctoral Scholar are set form in Article 3 “Benefits” of the UC-UAW Local 5810 Collective Bargaining Agreement (“CBA”). Postdoctoral Scholars must have adequate health insurance coverage for the duration of the appointment. You are eligible to participate in the UC Postdoctoral Scholars Benefits Plan (PSBP), which includes medical, dental, vision, life, accidental health and dismemberment, disability insurance, and workers’ compensation, and which satisfies U.S. visa requirements. Your family is also eligible to participate in the medical, vision, and dental plans. Postdoctoral Scholars are obligated to contribute to the monthly subscriber portion of the medical insurance premium (**Appendix A of the CBA**), unless they opt out. For detailed information, please contact Gallagher Benefits Services. [***For Fellows and Paid Directs, include this sentence****:* Postdoctoral Scholar Fellow or Paid-Direct may be subjected to imputed income/tax implications for insurance premiums paid on your behalf (see Appendix B of the CBA).]

If you decide to enroll in PSBP you must enroll within thirty-one (31) calendar days from the effective start date of appointment via the Benefits Enrollment module in UCPath. The insurance begins the first day of your appointment. Failure to timely enroll will result in the delay and limited access to services. Complete information, including an online Benefits Orientation, is available at: http://clients.garnett-powers.com/pd/uc/#.

You can also obtain information from your union at: <http://www.uaw5810.org/know-your-rights/psbp/>. In accordance with the collective bargaining agreement, attendance at the New Employee Orientation is mandatory and shall be attended on paid time. Information regarding the Orientation is available at: <https://www.hr.ucsb.edu/hr-units/talent-acquisition/new-employee-orientation> and shall also be sent to you via electronic mail.

**Personnel Files**

Also, be advised that the University maintains individual personnel files for all employees and you have the right to access your personnel file in accordance with Article 18, Personnel Files.

**Reasonable Accommodations**

Postdoctoral Scholars who need reasonable accommodations should notify their departments in advance of their start date, or any time during your employment, in order to begin the interactive process in accordance with Article 22 – [Reasonable Accommodation](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html).

**Terms and Condition of Appointment**

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs (<https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy>), as may be amended or revised from time to time.  Federal, state, or local public health directives may impose additional requirements.

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present.

This is a temporary appointment and any renewal or extension is dependent upon programmatic needs, availability of funding and satisfactory performance. As with any temporary appointment, there is no guarantee or obligation on the part of the University for renewal or extension. Postdoctoral scholar appointments at UCSB are limited to five years, including postdoctoral service time at other institutions.  **Please Note: Pursuant to Article 2-Appointments of the CBA, the University may release you from your appointment by the end of the first year. You will be provided at least thirty (30) calendar day’s’ notice before the effective release date.**

Please indicate your acceptance by signing a copy of this official appointment letter and returning it to your department administrator at the following address: **[Email Address].** Upon receipt of your formal acceptance, if any additional forms (e.g. visa application) are required to be completed by you, **[Department Contact]** will contact you. If you have any questions regarding this appointment, please contact them at **[Phone]** or **[Email]**.

We would appreciate receiving your response within [\_\_] days of this offer. Again, congratulations, and we look forward to hearing from you soon.

**[Appointing Authority Signature]**

**[Chair/Director]**

cc: **[PI/Supervisor]**

Attachments:

Appendix A - Health and Welfare Postdoctoral Scholar Benefit Plan

Appendix B –Additional Information for Fellows and Paid-Directs

**For Postdoctoral Scholar:**

**I accept the terms of the appointment given in this letter.**

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**Name Signature Date**

**Notice of Availability of the UCSB Annual Security Report:**

The University is committed to providing a safe and secure campus environment for our students, faculty, staff, and visitors. In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (Clery Act), UCSB publishes an Annual Security Report to provide information regarding campus safety and security policies, crime statistics, and resources to current and prospective students and employees. This report includes statistics for the previous three years concerning crimes reported to Campus Security Authorities that occurred on campus, in certain off-campus buildings or property, and on public property adjacent to and accessible from campus. To access the Annual Security Report, visit [www.police.ucsb.edu/asr](https://www.police.ucsb.edu/asr). A copy of this report may also be requested by contacting the UCSB Police Department (call [805-893-3446](tel:(805)%20893-3446) or visit [574 Public Safety Bldg., Santa Barbara, CA 93106](https://www.google.com/maps/place/574+Mesa+Rd,+Santa+Barbara,+CA+93117/@34.4203716,-119.8521794,17.25z/data=!4m5!3m4!1s0x80e93f647a1bcdcd:0xa26777a8784f20d2!8m2!3d34.4207224!4d-119.8504666) during business hours). To learn more about the Clery Act, please visit [www.police.ucsb.edu/clery-act](http://www.police.ucsb.edu/clery-act).