

Dear _____,

It is with great pleasure we extend this offer for an appointment as a Postdoctoral Fellow in the _____ . Your initial contract period is _____ through _____ at _____ FTE. This is a temporary appointment which may be renewed for additional periods (up to a maximum of five years) subject to the needs of the department and to the terms and conditions set forth in the University of New Mexico Faculty Handbook which can be found on the UNM website <http://handbook.unm.edu>

Your 12-month base salary will be _____ which equates to _____ per pay period based on your position's FTE. This salary is based on the National Institutes of Health (NIH) twelve-month base stipend at _____ FTE for a postdoctoral fellow with _____ years of experience. Salary for subsequent years will be in accordance with NIH guidelines. Any reduction in the position funding may result in a reduction in FTE or early termination of this contract.

This position carries a variety of fringe benefits. Information regarding these benefits will be given to you during your initial orientation with a member of the staff of the HSC Faculty Contracts Office. In the meantime, you can access UNM benefits information at <https://hr.unm.edu/benefits>. Any reduction in FTE and salary may result in a reduction in UNM's contribution to various insurance premiums. Benefits eligibility may be lost entirely if FTE falls below 0.5 FTE. Please verify eligibility and enrollment information with the Benefits Office: <http://hr.unm.edu/benefits/enrollment>.

New and rehired faculty must provide either (1) documentation of full COVID-19 vaccination and, if eligible according to the FDA, proof of a COVID-19 booster dose of the vaccine using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) if COVID-19 vaccination [exemptions](#) are requested, they must be fully approved on or before the start date of employment.

In this position, you will work independently and in collaboration with others on a project focused on

The rights and responsibilities of UNM faculty are covered chiefly in the University of New Mexico Faculty Handbook, which can be found on the UNM website (<http://handbook.unm.edu>) and additionally by other University, School, and Department practices and policies. University, School, and Department practices and policies are subject to change from time to time. Copies of these additional policies will be made available for your review at the beginning of your appointment upon request.

Matters concerning intellectual property rights are governed by the terms of the Intellectual Property Policy in Faculty Handbook Section E70, <http://handbook.unm.edu/section-e/e70.html>.

Let me emphasize how enthusiastic the members of the _____ are about you joining us as a colleague.

Sincerely,

Primary Investigator Signature

Date

Post Doc Signature

Date

I consent to be legally bound by this Agreement's terms and conditions.

I agree that this document, together with the various policies described above, constitutes the entire employment agreement between me and UNM.

I agree that this contract supersedes any prior agreements, understandings, or negotiations, whether written or oral; and that this contract can only be amended through a new written document signed by me and the appropriate UNM officials.

I agree to comply with and be bound by the policies, procedures and rules of UNM, as stated now and enacted in the future.

I acknowledge that I may not begin work at UNM prior to completing all necessary new-hire documents including Form I-9; and that I will contact the HSC Faculty Contracts Office as soon as possible to facilitate the new-hire process.

I acknowledge my obligation to complete required trainings required by law and UNM policy.

I hereby assign all rights, title, and interest in my intellectual property to the University when required to do so in accordance with the terms of the Intellectual Property Policy in E70 (<http://handbook.unm.edu/section-e/e70.html>) of the UNM Faculty Handbook. If an invention on which I am an inventor arises from a project funded in whole or in part by a federal agency or is a 'Subject Invention' under the Bayh-Dole Act and regulations, I hereby assign my rights to such invention to the Board of Regents of the University of New Mexico, and agree to cooperate in assuring that the University's obligations to the funding agency and under the Bayh-Dole Act and regulations are met.