

December 1, 2018

Professor Barbara Gordon

Department Name

Stanford University

Stanford, CA 94305

Lego Batman

PO Box 1

Stanford, CA 95345

Dear Dr. Batman:

I am pleased to offer you an appointment as a Postdoctoral Scholar in Department Name. This letter is intended to document our understanding of your appointment.

During this appointment, you will be involved in very cool stuff. Your initial appointment will begin on December 15, 2018 and end on December 14, 2019. Your total support for the initial year of training will be \$60,000.00 plus certain medical, dental, vision and life insurance coverage through Stanford's postdoctoral scholar programs. The source of your funding will be from testing funding source.

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here.

Prior Postdoctoral Research: Stanford has a [five-year postdoctoral term limit policy](#) that includes most prior postdoctoral experience. Your prior postdoctoral research experience, calculated in months from your submitted information, was reported as: 20.

As a member of the Stanford academic community, you will be subject to the applicable policies and procedures of the University; many of the policies and procedures that relate specifically to Postdoctoral Scholars are set forth in [Research Policy Handbook \(RPH\) Chapter 10.3](#). For your records, please print a copy of this letter along with the [Terms and Conditions of Postdoctoral Offers](#) governing all postdoctoral appointments at Stanford.

In order to prepare for your transition to campus and to living in the San Francisco Bay Area, please visit the [Office of Postdoctoral Affairs \(OPA\) website](#). This website provides a wealth of information to support your training at Stanford.

The following sections provide additional important terms and conditions of this offer.

Term of Appointment: Effective on September 1st of each year, your funding support may change in order to meet the University's stipend/salary levels of support for postdoctoral scholars in a given academic year. At the end of the initial appointment and subject to the term limits set forth [Research Policy Handbook \(RPH\) Chapter 10.3](#), your appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need. Your appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need, or unsatisfactory performance on your part.

Funding: At this time or during the term of your appointment, if you will receive other funding to support your postdoctoral training at Stanford, you are required to provide a copy of the funding letter

to me and to [Alfred Pennyworth \(testing123@stanford.edu\)](mailto:testing123@stanford.edu). Receiving external support towards your postdoctoral training at Stanford may alter the amount of funding offered to you from Stanford or other sources, or the responsibilities associated with your appointment.

Degree Completion: This appointment is contingent upon your providing evidence of completion of a doctoral degree program. If you have not done so already, please submit a copy of your doctoral diploma to [Alfred Pennyworth \(testing123@stanford.edu\)](mailto:testing123@stanford.edu). If the final degree has not yet been conferred, a statement of completion of studies from the Registrar's Office or the equivalent at your home institution is required before your appointment may start. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral. Please send this statement (with a certified English translation, if needed) to [Alfred Pennyworth \(testing123@stanford.edu\)](mailto:testing123@stanford.edu) as soon as it is available.

Status: A Stanford postdoctoral scholar (postdoc) is a trainee in non-matriculated graduate student status at the University pursuing advanced studies beyond the doctoral level in preparation for an independent career. Postdoctoral scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships. In all cases, their appointment at Stanford is for the purpose of advanced studies, research, and training under the mentorship of a Stanford faculty member.

Required Training: State and federal regulations and university policy require that you complete specific training relative to your anticipated research and work environment at Stanford. You will register for these training classes through STARS in [AXESS](#) (SUNet ID required). You must complete the following training classes: General Safety and Emergency Preparedness (EHS-4200) on your first day or within 30 days of your arrival. You will be automatically enrolled in the required Harassment Prevention Training for Non-Supervisors, Academic Personnel and Postdocs (SHP-2000), and will see this training in your [STARS All Learning](#) page the month following your start date. Once assigned, you will have 90- days to complete SHP-2000. For your other training requirements, please go to the [STARS Training Needs Assessment Tool](#). Please also check with me in order to determine any other required safety training.

In addition to what is listed above, you are required to complete Chemical Safety for Laboratories (EHS-1900). If you will be working recombinant DNA and/or biological agents, you must take Biosafety (EHS-1500). If you will be working with compressed gases, you must take Compressed Gas Safety (EHS-2200). Please register for these classes through [STARS](#).

Benefits: Postdoctoral scholars are required to attend a [Postdoctoral Benefits Orientation](#) upon their arrival at Stanford. Prior to your start date, please ask Annelies Ransome (aransome@stanford.edu) to register you for a session. Stanford provides a range of health and other benefits for postdoctoral scholars. You will have a choice of medical plans, plus dental, vision, disability, and life insurance coverage. The cost of your insurance benefits will vary according to the plan options you choose and if you elect individual or family coverage. If you are paid a "salary" by Stanford, you have the option of saving for your retirement by contributing to our Tax Deferred Annuity Plan. You may review [benefits information](#) online prior to your start date.

As Stanford postdoc, you are eligible to take time off during your training. You may also be eligible for family and medical leave. Please refer to the [Research Policy Handbook \(RPH\) Chapter 10.3](#) for detailed information about unpaid and paid absences.

Additional Requirements: You must complete the Stanford University Patent and Copyright Agreement (SU-18) form in [AXESS](#) (under Legal Documents) as soon as you have an active SUNet ID. You should also schedule the required [Individual Development Plan \(IDP\)](#) meeting with me within three

months of your start date. In preparation for our IDP meeting, please review the [educational programs](#) available to all Stanford postdoctoral scholars.

By clicking "Accept" within [SecurePortal.Stanford.edu](#), you will be sending your acceptance of this offer and its terms electronically to Stanford. As is the case for all postdoctoral scholar appointments at Stanford, this offer is contingent upon approval by the [Office of Postdoctoral Affairs](#). You will be notified by email once this process is completed.

I look forward to you joining **Department Name**.

Should you have any questions about the status of your appointment, please contact our departmental postdoctoral administrator **Alfred Pennyworth** by e-mail at testing123@stanford.edu.

Sincerely,
Professor **Barbara Gordon**

[Sent via electronic delivery.]