

## SAMPLE MENTOR'S EXPECTATION LETTER

Items to include in the letter:

- Appointment title
- Appointment period
- Salary/stipend and funding source
- Research project
- Postdoc requirements: skills and knowledge required for the position, performance expectations, attendance and participation in seminars and conferences.
- Expectations or conditions for appointment renewal
- Mentoring plan (ie. Training, authorship)
- Benefits

Sections in blue/underlined below should be completed by the Mentor. The rest of the text should be contained in the letter.

Date

Postdoc's Name, PhD/MD

Address

Dear Dr. Name:

The attached letter from Dean/Associate Dean X is your formal offer of appointment. This letter is intended to provide you additional information regarding your postdoctoral position.

It is my pleasure to have you join my research team as a Postdoctoral Scholar – X, beginning begin date through end date. Your annual salary/stipend rate of \$X at 100% of full time will be paid from my research grant/departmental training grant/your fellowship/your institution and paid through the UCSD payroll system/paid directly to you by your funding agency.

The primary purpose of this appointment is to engage in advanced research training in preparation for a permanent position in academia, industry, or government. I expect that you have the appropriate skills and knowledge required for this position and to engage in the research of XXXX. Under my mentorship, you will be engaging in research activities. In addition, [choose or modify as necessary]

- Once you arrive, we will design an Individual Career Development plan
- I will expect that we will co-author a paper
- Present at a conference
- Work as part of the X-team.
- Provide mentorship to graduate and undergraduate students
- Participate in weekly seminars, lab meetings, journal clubs, etc.

I will meet with you weekly/monthly/periodically to review your progress and at the end of your appointment, I will meet you for your annual review. If expectations are met, performance satisfactory, and funding is available; your appointment may be renewed.

In terms of benefits, you and your eligible dependents will have access to the University of California Postdoctoral Scholar Benefits Plan. The program includes medical, dental, vision, disability and life insurance.

[Choose an option. Modify wording as appropriate to policy and funding sources]

- As a Postdoctoral Scholar-Employee, premiums will be covered by my research grant or discretionary funding source.
- As a Postdoctoral Scholar-Fellow, premiums will be covered by your fellowship research allowance (if applicable), however you will be responsible for the balance if the allowance is depleted.
- As a Postdoctoral Scholar-Fellow, premiums will be covered by your research allowance, and the balance will be covered by my discretionary funds.
- As a Postdoctoral Scholar-Fellow, premiums will be covered by my research grant or discretionary funding source.
- As a Postdoctoral Scholar-Paid Direct, payment of premiums will be your responsibility.

- [As a Postdoctoral Scholar-Paid Direct, premiums will be covered by my research grant or discretionary funding source.](#)

As a Postdoctoral Scholar you are entitled to time off during intercessions (approximately 4 weeks per annual appointment) and 8 hours of sick leave per month or based on your funding source policy.

If you agree with everything stated in both this letter and the offer letter, please sign the offer letter, and return it to our departmental postdoctoral coordinator, [XXXX by date](#). If you have any questions, please feel free to contact [XXXX](#) or me at [XXXX](#).

We are truly excited about you joining our research team and look forward to hearing from you.