

The University of North Carolina at Charlotte

Charlotte, NC 28223-0001

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| **AGREEMENT FOR TEMPORARY POSTDOCTORAL FELLOW APPOINTMENT** |

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| The University of North Carolina at Charlotte (University) and |  |
| (Postdoctoral Fellow) hereby agree as follows: |

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| 1. | University will employ Postdoctoral Fellow as provided herein. The Postdoctoral Fellow will carry out duties and responsibilities of staff employment consistent with law and with all policies and regulations of or applicable to the University currently in effect, or as they may be revised from time to time. Said policies and regulations include, but are not limited to, *Employment of Post Doctoral Fellows (University Policy 102.10,* hereinafter, the Personnel Policies) and *University Policies for Political Activities of Faculty and Staff Exempt from the State Personnel Act (*[*http://legal.uncc.edu/policies/up-102.3*](http://legal.uncc.edu/policies/up-102.3)*)*. All applicable policies and regulations of University are incorporated into this agreement as if fully set forth herein. Receipt of the Personnel Policies and policy on political candidacy and office holding is hereby acknowledged by Postdoctoral Fellow. Specific responsibilities will be determined by: |
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|  | (please list name and title of supervisor\_ |

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| 2. | This agreement for Postdoctoral Appointment is made pursuant to the personnel policies described above. |

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| 3. | Title: |  |

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| 4. | Term of appointment/temporary: Beginning: |  | Ending: |  |
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|  | *Appointments shall be for a fixed term not to exceed one year. Reappointments can be made for additional one-year periods but require a new contract. A Postdoctoral appointment cannot continue beyond a total of five years. The appointment involves substantially full-time research or scholarship at 1.0 FTE.* |

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| 5. | Total initial salary for term | $ |  |

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| 6. | Continuance of Staff Member's service in this appointment is contingent upon the continuing availability of funds other than continuing State budget funds or permanent trust funds as follows: |
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|  | *If such funds become unavailable, employment may terminate without the notice required by Section III.A., III.B., and III.C. of the Policies.* |

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| 7. | All Postdoctoral appointments are contingent upon the following conditions: |
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|  | a. | As required by federal law, **prior to or on the first date of employment,** Postdoctoral Fellow **must** complete Section 1 of the I-9. **Within three days of the first day of employment,** Postdoctoral Fellow must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government’s regulations.  Furthermore and notwithstanding the Postdoctoral Fellow’s compliance with the requirements of the preceding sentences, Postdoctoral Fellow’s employment is also contingent upon confirmation of an acceptable work status by the E-Verify program as administered by the U.S. Department of Homeland Security.  Postdoctoral Fellow must remain legally eligible to live and work as a Postdoctoral Fellow in the United States consistent with U.S. immigration and other laws.  Postdoctoral Fellow’s employment is contingent upon meeting the requirements set forth in this section. UNC Charlotte has no obligation to sponsor Postdoctoral Fellow for purposes of immigration or authorization to work in the U.S. |
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|  | b. | Postdoctoral Fellow’s compliance with State law requiring proof either that he/she is registered with the U.S. Selective Service System or that registration is not required. |
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|  | c. | Continued employment under this contract is contingent upon a successful background investigation, including but not limited to University obtaining a criminal background report, reference check, and consideration of any former or pending internal complaints, and the University determining that the nature and seriousness of any information learned does not render employment with the University inappropriate. |
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|  | d. | University’s receipt, within ninety days after beginning of appointment, of an official transcript evidencing Staff Member’s highest earned degree. Postdoctoral Fellow acknowledges completion of the “Faculty Profile” in the online applicant system and accepts the conditions included therein. |
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|  | e. | Postdoctoral Fellow’s filing a signed University of North Carolina at Charlotte Patent Agreement with Human Resources not later than fifteen days after the appointment begins. |
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|  | f. | Continued employment under this contract is contingent upon Postdoctoral Fellow’s enrollment in the University direct deposit program. |

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| 8. | University's offer of appointment as described herein is revoked if Postdoctoral Fellow's signed  |
|  | agreement is acceptance is not received at the University before: |  |

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| 9. | Other terms and conditions, if any: |
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| By signing below we certify that University and UNC System policies related to Conflict of Interest (<http://legal.uncc.edu/policies/up-102.2>) and the Concurrent Employment of Related Persons (<http://legal.uncc.edu/policies/up-101.4>) have been thoroughly reviewed and reported by all parties at this stage.  If needed, the hiring department will prepare an appropriate management plan, in which updates will be reported each year. The plan will be maintained within the hiring department and the Academic Affairs Division office.  The management plan addresses on-going supervision of work and reporting responsibilities, financially-related expenses, wage or other compensation approvals, and performance reviews. |

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| **The University of North Carolina at Charlotte** |

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| Recommended by: |  |  |  |
|  | Department Chair |  | Date |

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| Approved: |  |  |  |
|  | Dean/Director |  | Date |

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| Approved by: |  |  |  |
|  | Associate Provost and Dean of the Graduate School |  | Date |