

BWH PRINCIPAL INVESTIGATOR GUIDE TO OFFER LETTER

The attached “Offer Letter” template was developed by the BWH Office of Postdoctoral and Research Careers (OPRC) in conjunction with PIs, Postdoctoral Fellows, Human Resources and the Office of General Counsel. It is intended for you to use to document the terms of hiring and employment at BWH for new postdocs, and is an integral part of a set of policies currently under development which will address all issues related to employment at BWH. This template is to be used as is, with only the italicized and underlined areas customized appropriately.

The intent of each section is as follows;

- **OPENING PARAGRAPH** – This explains that each postdoctoral fellow is appointed by and to a specific BWH Department and Division, in addition to HMS.
- **SALARY AND BENEFITS** – This states the exact salary the postdoctoral fellow will receive and requirements for direct deposit. This is included if the postdoctoral fellow is benefits eligible and edited/removed if ineligible. If ineligible, it is intended to generate a discussion as to what benefits are needed (e.g. medical insurance), how they may be obtained/supported.
- **POLICY** – The OPRC is developing a complete set of policies which address training and employment of postdoctoral fellows. Once complete, prospective fellows can read these policies online before accepting a BWH postdoctoral training position.
- **TERMS OF EMPLOYMENT** – This explains important contingencies of employment to the postdoctoral fellow. If the terms are not met, then employment cannot commence. Additionally it states that the offer letter does not constitute an employment contract.
- **SIGNATURE AND RETURN** – This will provide documentation that your prospective postdoctoral fellow has read and agreed to the terms in this letter. It should be kept in the postdoctoral fellow’s employment file and may be requested by HR for Joint Commission site visits, or should any employment issues arise.

Questions regarding this letter and employment of postdoctoral fellows can be directed to the OPRC at BWHOPRC@partners.org and your Human Resources representative.