



**NICHOLAS DIBBLE, MBA**

Department Administrator  
Department of Surgery  
NYU Grossman School of Medicine

**August 9, 2022**

Jingzhi Xu, PhD, RN, BSN  
585 Stonebridge Drive,  
Winston-Salem, NC 27104

Dear Jingzhi,

I am pleased to offer you the position of Post Doctoral Fellow at the Center for Surgical and Transplant Applied Research. Your role will be to lead and coordinate transplant research and related projects. Your appointment will be effective on or around September 1, 2022. You will be paid at an annual rate of \$60,000 on a monthly basis.

This initial appointment is for two years (the first six months are probationary), and thereafter the appointment is renewable on an annual basis. Continuation during that time period and annual renewals are based on satisfactory performance and availability of funding. You will be subject to all applicable New York University Grossman School of Medicine policies and procedures that Postdocs are governed by, found in the Postdoctoral Handbook. Further information is available on our postdoctoral website at <https://med.nyu.edu/postdoc>.

Most postdocs at the New York University Grossman School of Medicine are eligible to participate in a health insurance plan. If you are currently enrolled in a health insurance plan and wish to waive participation in the New York University Grossman School of Medicine benefits plan, you may do so. If not, please be aware that you must apply for available benefits through the School and that you are required to participate in a School benefit orientation as soon as possible after your arrival. Please note that health insurance is also available for eligible dependents.

Human Resources will contact you in order to make necessary arrangements for you to meet with a representative and comply with the school's pre-employment guidelines that include reference checking, pre-employment physical, background check and verification of employment eligibility.

In addition to participation in the New York University Grossman School of Medicine health insurance plan, newly incoming postdocs are eligible for subsidized housing. It is recommended

that new postdoctoral research fellows complete a housing application at least four months before their start date.

Before applying for housing, incoming postdocs must submit their CV and offer letter to [postdochoosing@nyulangone.org](mailto:postdochoosing@nyulangone.org) for review and approval. The postdoctoral program office informs the candidate and Housing Services via email of its approval. Housing Services then informs the candidate about the steps involved in applying for housing. Additional information on housing can be found on the NYU Housing site at <https://med.nyu.edu/our-community/life-nyu-school-medicine/housing/eligible-employee-faculty-housing>,

Your postdoctoral appointment is contingent upon evidence of a doctoral degree. You must furnish either a notarized copy of a diploma or notarized statement from the registrar or University official, that you have received your doctoral degree and completed all degree requirements in order for your appointment to be processed by the Postdoctoral Program Office.


All Postdocs agree to be bound by all the provisions of the NYU Grossman School of Medicine Statement of Policy on Patents that you will be asked to sign when you come to your appointment for your pre-employment processing.

This offer of employment is contingent upon successful completion of NYU Langone Health's pre-employment process which includes, but is not limited to, reference checking, a background investigation and receipt of all documentation required in accordance with Federal, State and local rules, including presentation of documentation of identity and U.S. work authorization that meets Form I-9 requirements, as well as compliance with NYU Langone Health human resources and New York University policies and procedures.

Your appointment and continuing appointment with the New York University Grossman School of Medicine are contingent upon continued employment in good standing with the Grossman School of Medicine and compliance with all University School of Medicine rules and regulations.


Please sign this offer letter to indicate your acceptance of the terms of your appointment and return it to me by August 12, 2022.

Sincerely,



Nicholas Dibble, MBA

I accept this offer as outlined above.

  
\_\_\_\_\_  
Signature

9/1/2022  
\_\_\_\_\_  
Date