**POSTDOCTORAL RESEARCH SCIENTIST/SCHOLAR - APPOINTMENT**

PERSONAL AND CONFIDENTIAL

{date}

Dr./Mr./Ms. {first name, last name}

{address}

{city, state, zip code} or {email}

Dear Dr./Mr./Ms. {last name}:

I am pleased to offer you an appointment as a full-time Postdoctoral Research {Scientist or Scholar} in the {Department/School/Institute/Center} at Columbia University, beginning {start date}. This offer comes with the enthusiastic endorsement of the {Department/School/Institute/ Center} and the approval of the {Executive Vice President for Arts and Sciences/dean of school/director of institute or center}, {all of whom view/who views} your appointment as further enriching our academic community.

This appointment is contingent upon your having completed all requirements for the degree, including the deposit. Please note that if you have completed all of your degree requirements, including deposit, but have not been awarded your Ph.D. degree, you must provide a certifying letter from your Graduate School to that effect. {If you have not completed all requirements for certification of the Ph.D. by the start date, you will be appointed initially as Staff Associate II until certification of the degree has been provided.}

Terms

Your initial appointment will be from {start date} to {end date}. Reappointment for subsequent terms is dependent on funding, satisfactory progress in training, performance of all duties, and continued work eligibility. It is renewable for up to a total period of {number*– maximum is 5 years*} years. {*appointment end date should not extend beyond end date of already-secured funding.}* Your appointment is also contingent upon your having a valid visa (as applicable), being in the United States, the verification of your identity, the eligibility to work in the United States, and having completed an I-9 form.

The annual salary for the period from {start date} to {end date} will be set at ${salary}, to be paid on a semi-monthly basis. {*Or if appointment is for less than a year substitute* - The salary for the period from [start date] to [end date] will be [period salary], based on an annual salary of $[amount], to be paid on a semi-monthly basis.}

As a new hire to the University, you are also entitled to a one-time lump sum payment of $1,500 subject to taxes and applicable withholdings depending on your tax status on record.

Duties

We expect that you will work on the following research:

{Discuss specifics of research here in the lab/research program of [Principal Investigator name]}

The {Department/School/Institute/Center } is located in {building} on the {Morningside/ Manhattanville/Lamont/Nevis} campus. Please contact {name of departmental administrator}, the departmental administrator, at {email address}, with any questions regarding your appointment.

Benefits

You will be entitled to the benefits associated with Officers of Research as outlined in <https://humanresources.columbia.edu/benefits>. Please contact the Benefits Office for information and assistance with enrollment at (212) 851-7000, 9 a.m. to 4 p.m., Monday through Friday. **Please be aware that you must sign up for health benefits within 31 days of the effective date of your appointment.**

In order to facilitate your transition to Columbia, we also ask that you attend an orientation session (<https://humanresources.columbia.edu/orientation>) as early in your employment as possible. The orientation will provide valuable information on Columbia, the resources available to you as a Columbia employee and guidance on the many benefits now available to you, including the deadlines for submitting your benefits paperwork. Your departmental administrator will provide more information about orientation and benefits enrollment.

Housing

Housing is more challenging in New York City than in many other places. Accordingly, all individuals with postdoctoral appointments are encouraged to start exploring options as quickly as possible. Whether you must seek out housing on the market or have been offered one of the small number of apartments available in the Columbia Housing portfolio, please see <https://research.columbia.edu/postdoctoral-housing>. This site has valuable information about resources both at Columbia and externally to help you find housing that meets your needs.

Your employment is contingent upon verification of your identity and eligibility to work in the United States. The verification process requires that you complete a Form I-9 in compliance with the Immigration Reform and Control Act of 1986. For further information about the process of completing the form I-9, please see [human resources orientation and new hire information](https://humanresources.columbia.edu/orientation). If you have worked at Columbia University within the past two years, you have already completed the I-9 and should not need to complete this step again unless your visa is expiring or has expired.

In addition to the I-9, you will also need to complete the Invention Agreement form and the New York State mandated Notice and Acknowledgement of Wage Rate and Designated Pay Day form before your status as employee can be activated. Please contact {department administrator} for more information about these required forms. {He/She} may be reached by email at {email address}.

The rules and policies of Columbia University are outlined in the [*Faculty Handbook*](https://facultyhandbook.columbia.edu/). You may also wish to review and avail yourself of the resources made available by the University’s Office of Postdoctoral Affairs at [https://research.columbia.edu/office-postdoctoral-affairs.](http://www.columbia.edu/cu/postdocs) **{Insert unless Postdoc Scientist/Scholar has not received a doctorate or its professional equivalent** - In addition, as a Postdoctoral Research {Scientist/Scholar}, your appointment is covered by a collective bargaining agreement between the University and Columbia Postdoctoral Workers-UAW Local 4100. The agreement can be found at <https://humanresources.columbia.edu/content/columbia-postdoctoral-workers-uaw-local-4100>. The Union office contact can be found at <https://humanresources.columbia.edu/content/labor-and-employee-relations>.**}**

Additional policies and resources are available at:

* Columbia University Office of Postdoctoral Affairs (OPA) [https://research.columbia.edu/office-postdoctoral-affairs](http://www.columbia.edu/cu/postdocs), including the Columbia University Individual Development Plan (IDP) Program <https://research.columbia.edu/individual-development-plan>
* Columbia University Office of Equal Opportunity and Affirmative Action (EOAA) <https://eoaa.columbia.edu/content/eoaa-policies-and-procedures-1>
* Columbia University International Students and Scholars Office (ISSO) <https://isso.columbia.edu/>

We are excited at the prospect of your joining our {Department/School/Institute/Center} and would be delighted if you choose to accept our offer. If you are in agreement with the terms outlined above, please sign in the space provided below and return a copy by email to {departmental administrator} at {email address}

If you have any questions or need additional information, do not hesitate to contact me.

Sincerely,

{name}

{Title, Principal Investigator

 and/or Chair/Dean/Director} {Department of/School/Institute/Center {name}

(letter may be cosigned by Chair/Director)

cc: {Executive Vice President/Dean/Chair/Director}

{Departmental Administrator}

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{Candidate name} (Signature) {Date}