**POSTDOCTORAL RESEARCH SCIENTIST/SCHOLAR - REAPPOINTMENT**

PERSONAL AND CONFIDENTIAL

{date}

Dr. {first name, last name}

{department name}

{email}

Dear Dr. {last name}:

I am pleased to inform you of your reappointment as a full-time Postdoctoral Research {Scientist/Scholar} in the {Department/School/Institute/Center} for the period from {start date} to {end date}, contingent upon continued eligibility to work in the United States, being in the United States, satisfactory performance of all duties, and the availability of funding.

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} {appointment end date should not extend beyond end date of already-secured funding.}

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 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 appreciate your continuing contributions to the {Department/School/Institute/Center} - may be modified as desired by Chair/Dean/Director}.

Sincerely,

{name}

Title, Principal Investigator

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

cc: {name of departmental administrator}