**ASSOCIATE RESEARCH SCIENTIST/SCHOLAR - REAPPOINTMENT**

PERSONAL AND CONFIDENTIAL

{date}

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

{department name}

{email}

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

I am pleased to inform you of your reappointment as a full-time Associate 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 project}

The rules and policies of Columbia University are outlined in the [*Faculty Handbook*](https://facultyhandbook.columbia.edu/). **{*Insert only if Associate Research Scientist or Scholar (1) has received a doctorate or its professional equivalent, AND (2) if no supervisory authority* -** In addition, as an Associate Research {Scientist or 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}.

Sincerely,

{name}

Title, Principal Investigator

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

cc: {name of departmental administrator}