**PART-TIME OFFICERS OF RESEARCH – REAPPOINTMENT/PROMOTION**

Part-Time Senior Staff Associate I, II, III; Part-Time Staff Associate I, II, III

Part-Time Postdoctoral Research Scientist/Scholar

Adjunct Senior Research Scientist/Scholar; Adjunct Research Scientist/Scholar;

Adjunct Associate Research Scientist/Scholar

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/promotion to} as a part-time Senior Staff Associate {I, II, III}/Staff Associate {I, II, III} / Postdoctoral Research Scientist/Scholar / Adjunct Senior Research Scientist/Scholar/Adjunct Research Scientist/Scholar/Adjunct Associate Research Scientist/Scholar in the {Department/Faculty/ Institute/Center} of {name} for the period from {month/day/20xx} to {month/day/20xx}. Your annual salary for this period will be ${salary}. [If less than a year] Your salary for this period will be ${salary} based on an annual salary of ${salary} {appointment end date should not extend beyond end date of already-secured funding.} Your reappointment is subject to continued work eligibility, being in the United States, satisfactory performance of all duties, and the availability of 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/)

{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}