**POSTDOCTORAL RESEARCH SCIENTIST/SCHOLAR**

{date}

PERSONAL AND CONFIDENTIAL

{name {address}

{city, state zip} or {email}

Dear {name}:

It is a pleasure to offer you an appointment as a Postdoctoral Research {Scientist or Scholar} in the {department/school/center/institute} at Columbia University, beginning {start date}. This offer comes with the enthusiastic endorsement of the {Department/School/Center/Institute} and the approval of the {Executive Vice President for Arts and Sciences/dean of school/director of center or institute}, 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.}

Term

The initial term of this appointment is from {start date} to {end date} with the possibility of renewal for up to a total of {three} years, subject to work eligibility and to the usual standards for satisfactory performance and the availability of funding. This appointment is also contingent on having a valid visa, being in the United States, and having completed an I-9 form.

Your salary for the year beginning {date} will be set at ${salary}, to be paid in semi-monthly installments for the term of your appointment. In addition to your salary, you will be entitled to the benefits associated with Officers of Research as outlined in <https://humanresources.columbia.edu/benefits>. **Please be aware that you must sign up for health benefits within 31 days of the effective date of your appointment.**

Duties

Your responsibilities during the appointment will consist of pursuing research and other activities related to the intellectual life of the {lab/research program of Professor/Dr. name/ dept/school/center/institute PLUS DETAILS OF PROJECT}.

The {department/school/center/institute} is located in {building} on the {Morningside/Manhattanville/Lamont/Nevis} campus. Please contact {name of departmental administrator}, the departmental administrator, with any questions regarding your appointment.

Benefits

In order to facilitate your transition to Columbia, we also ask that you attend an orientation session 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. More information including the calendar of orientation dates is online at <http://hr.columbia.edu/links-especially/new-hires/getting-started/new-hire-orientation>. You may sign up online unless your supervisor has already selected an appropriate date for you. If for any reason you need to change the date, please contact Training and Organizational Development at

(212) 851-0616 or [hrlearning@columbia.edu](mailto:hrlearning@columbia.edu).

Housing

In principle, you are also eligible to rent a University-owned apartment in the Morningside Heights area but these are subject to availability and are currently oversubscribed. We will endeavor to get you into the system but you should also explore housing options outside of this system. The Off-Campus Housing Assistance (OCHA) Office can assist individuals affiliated with Columbia with off campus apartment searches. To find out more, you can visit their website, <http://www.columbia.edu/ocha>. For general information on University Apartment Housing for Postdoctoral Fellows, you can visit: [www.facilities.columbia.edu/housing](http://www.facilities.columbia.edu/housing) and select the link for Postdoctoral Fellows.

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. While the University is on a majority-remote schedule, I-9s for Columbia University hires are being processed via a service called I-9 Anywhere. To complete section 1, go to the [Columbia University Remote I-9 Employment Center](https://humanresources.columbia.edu/content/i9-everify) page. Once you have completed Section 1, you will be asked to schedule your appointment for Section 2. For complete instructions on how to use this service, please refer to the [I-9 Anywhere User Guide](https://humanresources.columbia.edu/content/i-9-anywhere-user-guide). 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 {departmental administrator} for more information about these required forms. {He/She} may be reached by e-mail at {e-mail address}.

As an Officer of Research, you are subject to the policies and procedures outlined in the Faculty Handbook and other University documents. A copy of the Handbook is located at <http://www.columbia.edu/cu/vpaa/handbook/index.html>. You may also wish to review and avail yourself of the resources made available by the University’s Office of Postdoctoral Affairs at <http://www.columbia.edu/cu/postdocs>. In addition, as a Postdoctoral 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/cpw-uaw-memorandum-agreement-postdoctoral-research-scientistsscholars>.

All faculty, students, and staff returning to campus must comply with the basic public health protocols that define Columbia’s approach to protecting the safety of the community. These include the following, described in detail on the University COVID-19 website at <https://covid19.columbia.edu/>:

* Gateway testing before return
* Online Return-to-Work Training
* Daily symptom self-check through the ReOpenCU app
* Participation in surveillance testing if and when the university implements an ongoing testing regimen
* Continued observance of all protocols including wearing face coverings, maintaining physical distance, etc.

Compliance with these measures is mandatory. The health of all depends upon our collective and ongoing commitment.

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 e-mail to [departmental administrator] at [e-mail 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

I accept the appointment under the terms set forth above.

{candidate name}(signature) Date

[Final 8/25/2020]