

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

JOHN H. COATSWORTH
PROVOST

May 1, 2018

TO: Deans
Executive Vice President for Arts and Sciences
Executive Vice President for Health and Biomedical Sciences
Executive Vice President for Research
Director, Lamont-Doherty Earth Observatory

FROM: John H. Coatsworth, Provost

SUBJECT: Salary Guidelines for Officers of Research

I am enclosing the new salary ranges for the 2018-19 academic year for full-time officers of research. These ranges, and the guidelines described below, should be used in determining the salaries for the upcoming year for officers of research throughout the University. Human Resources will send you separate instructions on the research support staff.

Because the NIH has not yet issued its salary guidelines, the minimum salary for associate research scientists/scholars cannot be pegged, as in past years, to the NIH salary for postdoctoral research fellows with five years of experience. Instead the University's recommended increase for salaries next year has been used to set the minimum salary for professional officers of research and staff officers of research. As of July 1, 2018, the average salary increases your officers of research receive should be at least 3 percent. Individual increases, of course, will depend upon the availability of funding and the performance of the officer.

Since the NIH has not yet issued its salary guidelines, the stipends of new postdoctoral research fellows should equal at least \$47,476, the minimum for 2017-18. Once the new NIH guidelines are announced, the minimum stipend will be increased to match the new NIH minimum for postdoctoral research fellows with zero years of experience, and adjustments to the new minimum will be required. I also wish to remind you of the University policy which states that if any fellow's stipend is below the NIH minimum, the principal investigators, or their department, institute or center, must supplement the stipend with salary to bring it up to the level.

If possible, officers of research (excluding postdocs) should be reappointed for the academic year (July 1-June 30), and it is strongly recommended that their appointments should not be for less than six months. Postdocs should be reappointed on their anniversary dates to keep track of their limited appointments. Salaries should be reviewed at the time of reappointment. If an officer's salary is within the approved range and the increase meets the guidelines provided above, you only need to submit the appropriate personnel forms. Salaries that are below the minimum and starting salaries that are above the review point will require the prior approval of my office for Morningside appointments and the Office of the Executive Vice President for Health and Biomedical Sciences at CUMC. Similarly,

we will review salary increases in those units that exceed our guidelines. In those cases, you should provide written explanation of the reasons for the salary or salary increase you are requesting. In the Arts and Sciences and Engineering, such requests will require the approval of the Executive Vice President or Dean before they are forwarded to my office.

I would appreciate your cooperation in implementing these policies. If you have any questions or concerns about them, on the Morningside campus you should call Pearl Spiro, Associate Provost for Academic Appointments, at x41337; at CUMC please call Anne L. Taylor, Vice Dean for Academic Affairs, at 305-4993.

cc: Department Chairs
Directors, Institutes and Centers
Departmental Administrators