

{date}

PERSONAL AND CONFIDENTIAL

{name}

{address}

{address}

Dear {name}:

I am writing to offer you an appointment as {title} in the {Department} of {department name}. Adjunct appointments are offered only to experts in special fields of knowledge who are appointed for a stated term to offer instruction part-time. The appointment is subject to the rules and policies of Columbia University as outlined in the *Faculty Handbook* which is recommended to all new faculty (<http://www.columbia.edu/cu/vpaa/handbook/index.html>).

Your appointment is for the {term}, beginning {(if fall only, September 1, 200x - December 31, 200x) (if spring only, January 1, 200x - May 31, 200x,) (if both fall and spring, September 1, 200x - May 31, 200x)}.

As {a/an} {title}, you will be expected to teach {name and call number of course or courses}. The University reserves the right to reschedule or reassign the teaching responsibilities for this appointment or to cancel the appointment in the event of insufficient enrollment.

I am authorized by the Office of the Vice President for Arts and Sciences to offer a salary of {salary}. You will be paid in semi-monthly installments for the duration of your appointment.

Your employment is contingent upon completion of receipt of proof of eligibility to work in the United States. The latter requires that you complete a Form I-9 in compliance with the Immigration Reform and Control Act. As part of this compliance, you must complete Section 1 within three days of your first class. Please go to the following website, <http://hr.columbia.edu/wac/workplace/i-9>, and follow the instructions provided. If you do not have a Social Security Number, you must go to a Social Security Administration office to apply for one before starting the process to complete the I-9. Within three business days of your start date, you must go to the I-9 Processing Center located in 210 Kent to complete the I-9 process and present original documents, as listed in Section 1 of the I-9 online, which identify you and indicate that you are eligible to work in the United States.

In addition to the I-9, you will also need to 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 {ADA, email and/or phone} for more information about these and any other required forms.

If you are in agreement with the terms outlined above, I would appreciate your signing in the space provided below and returning the original to:

Office of Academic Affairs for the Arts and Sciences
Attn: Janet Moy
Columbia University
535 W 116 St, Mail Code 4315
210 Low Memorial Library
New York, NY 10027

If you wish to fax your response, the fax number for the Arts and Sciences is (212) 854-5401. I am enclosing a copy for your records. If you have any questions or need additional information, do not hesitate to contact me immediately.

My colleagues and I welcome you and look forward to your contributions to the department.

Yours sincerely,

{Chair or Dean}
{title}, {Department/ School}

cc: David Madigan, Executive Vice President of Arts and Sciences

I accept the appointment under the terms and conditions set forth above in this letter. I hereby acknowledge that this letter will constitute my complete employment agreement with Columbia University. I further acknowledge that I will be governed by rules and policies of Columbia University as outlined in the Faculty Handbook.

I declare that, for the term of the above contract, I will not be teaching more than the course(s) noted in this letter.

{candidate name} (Signature)

Date