

{date}

PERSONAL AND CONFIDENTIAL

candidate  
Address  
City, state zip

Dear {candidate}:

I am pleased to offer you an appointment as an Adjunct Associate Research {Scientist or Scholar} in the {department/center/lab/institute} at Columbia University. Your appointment is for the period beginning {date} through {end date of period up to 12 months}.

I am authorized by the Office of the Executive 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 responsibilities during the appointment will consist of [pursuing your research and other activities related to the intellectual life of the [Laboratory of Professor {name}]/or Department/Center/Institute].

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 on or before your first day of employment. 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 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 {ADA} for more information about these required forms. {He/She} may be reached at {telephone} or by email at {email address}.

The rules and policies of Columbia University are outlined in the Faculty Handbook at <http://www.columbia.edu/cu/vpaa/handbook/index.html>, which is recommended that all new officers of research review.

We are excited at the prospect of your joining our [Department/Center/Institute] and would be delighted if you choose to accept our offer. If you are in agreement with the terms outlined above, I would appreciate your signing in the space provided below and returning a copy to:

Columbia University  
Office of Academic Affairs for the Arts and Sciences  
Attn: Janet Moy  
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.

Yours sincerely,

{ name }  
Chair, { department }

cc: David Madigan, Executive Vice President

I accept the appointment under the terms set forth above.

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{ candidate name } (Signature)

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Date