

{date}

PERSONAL AND CONFIDENTIAL

{name}  
{address}

Dear {name}:

It is a pleasure to offer you an appointment as a fulltime Postdoctoral Research Fellow in the Department of {department name} at Columbia University. As is the case with all academic appointments, your appointment is made in accordance with the provisions of the University's Statutes and the other rules of governance of the University. Here we have put together a summary of some of the key administrative aspects of your appointment which you can use as a guide.

### Term

Your initial appointment will be for <insert number> months {up to 12 months allowed} from <insert date> to <insert date>. Reappointment for subsequent terms is dependent on funding, satisfactory progress in training, performance of all duties, and continued visa clearance; it is renewable for up to a total period of <insert period – maximum is 3 years> years {appointment end date should not extend beyond end date of already-secured funding or visa expiration date}.

### Stipend/Fellowship Payment and Tax Liability

You have provided confirmation that you will receive a stipend in the amount of \$ <insert amount> based on funding secured from <insert funding source>. This stipend is paid to you as a non-employee in training; please note no federal, state or local taxes, Social Security or disability insurance will be deducted from the stipend. It is your personal responsibility to understand the tax implications of receiving this stipend.

### Duties

We expect that you will work on the following research:

<Discuss specifics of research here>

### Benefits

You are eligible to enroll in one of the health plans offered to post-doctoral research fellows by Columbia University. University policy requires that all full time fellows be covered by health insurance, whether purchased through the University or through another source. For additional information regarding health insurance for postdoctoral research fellows, please see <http://hr.columbia.edu/benefits/postdocs> for information. **Please be aware that you must sign up for health benefits within 31 days of your effective date of appointment.**

### 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. You may apply to get into the system but you should also explore housing options outside of the system. For general information on University-owned

housing, please visit: <http://facilities.columbia.edu/housing/>. For general information on housing options outside of the system, please visit: <http://www.columbia.edu/ocha>.

Please note that your appointment is contingent upon your having the proper US immigration status and the exact start date of your appointment may change if your visa or immigration process approval is delayed. You should contact {ADA}, Academic Department Administrator, at {phone number} or {email address} regarding the visa application process.

In addition, you will need to complete the Invention Agreement before your status as a Postdoctoral Research Fellow can be activated. Please contact {ADA} for more information about these required forms.

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>.

If you wish to accept this offer, please send a signed copy of this offer to {ADA} acknowledging your acceptance in writing. If you have any questions, please do not hesitate to contact {ADA}.

We look forward to having you join our research program in the Department of {department}.

Sincerely,

{Principal Investigator}  
Department of {department name}

I accept the appointment under the terms set forth above.

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*{candidate}signature*

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*Date*