

Date

PERSONAL AND CONFIDENTIAL

name
address
city, state zip

Dear name:

It is a pleasure to offer you an appointment as a Postdoctoral Research *{Scholar/Scientist}* in the {department/center/institute} at Columbia University, beginning {date}. This offer comes with the enthusiastic endorsement of the [Department/Center/Institute] and the approval of the Executive Vice President for Arts and Sciences, all of whom view your appointment as further enriching our academic community.

The initial term of this appointment is from {start date} to {end date} and is renewable for up to three years, subject to the usual standards for satisfactory performance and the availability of funding.

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 name/ dept/center}. [If you have not completed all requirements for certification of the PhD by the start date, you will be appointed initially as Staff Associate until certification of the degree has been provided.]

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 Columbia University's Benefits in Brief, <http://www.hr.columbia.edu/hr/benefits/page-section.html>. **Please be aware that you must sign up for health benefits within 31 days of the effective date 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 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.

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 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 and select the link for Postdoctoral Fellows.

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. The list of orientation dates is online at <http://hr.columbia.edu/learn-dev/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.

We are excited at the prospect of your joining our faculty 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.

Sincerely,

PI
Department/Center/Institute

(letter may be cosigned by Chair/Director)

Cc: David Madigan, Executive Vice President
{chair, department of p/t instructional appointment}

I accept the appointment under the terms set forth above.

{candidate}(signature)

Date