

{date}

PERSONAL AND CONFIDENTIAL

candidate
Address
City, state zip

Dear {candidate}:

I am pleased to offer you an appointment as a Staff Associate 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.

Staff officers of research at Columbia may be appointed for a term of up to a year, which is renewable subject to the usual standards of satisfactory performance. The appointment is contingent upon the availability of funding. Your salary for the period of one year beginning {date} will be set at {SALARY}, to be paid in semi-monthly installments for the term of your appointment.

Your responsibilities during the appointment will consist of [conducting research and other activities related to the intellectual life of the [research program/Laboratory of Professor {name}/Department/Center/Institute].

You will be eligible to participate in the University's regular benefits program for full time staff officers of research, which includes health and disability insurance plans, with premiums shared by you and the University. (In order to receive benefit coverage, e.g., medical, dental, life, you must enroll for insurance within 31 days of your date of hire. Please contact the Benefits Office for information and assistance with enrollment at (212) 851-7000, 9 a.m. to 4 p.m., Monday through Friday.). You will find a more detailed description of our benefits on the web at the following site: www.hr.columbia.edu/hr/ .

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 faculty and 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}
PI or Chair, {department}

cc: David Madigan, Executive Vice President,
{chair (if offer letter not signed by chair)}
{Divisional Dean name}, Dean of Science

I accept the appointment under the terms set forth above.

{candidate name} (Signature)

Date

