**POSTDOCTORAL RESEARCH FELLOW (WITHOUT SUPPLEMENT) - REAPPOINTMENT**

PERSONAL AND CONFIDENTIAL

{date}

Dr./Mr./Ms. {first name, last name}

{department name}

{email}

Dear Dr./Mr./Ms. {last name}:

I am pleased to inform you of your reappointment as a full-time Postdoctoral Research Fellow in the {Department/School/Institute/Center} from {date} to {date}, contingent upon continued eligibility to work in the United States, being in the United States, satisfactory performance of all duties, and the availability of funding.

You have provided confirmation that you will receive a stipend in the amount of ${insert amount} based on funding secured from {insert funding source}. It is our understanding that this stipend is paid to you directly **[Insert only if Fellow receives stipend paid by external agency through Columbia:** 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. {appointment end date should not extend beyond end date of already-secured funding}

We expect that you will work on the following research:

{Discuss specifics of research here in the lab/research program of [Principal Investigator name]}

The rules and policies of Columbia University are outlined in the [*Faculty Handbook*](https://facultyhandbook.columbia.edu/). You may also wish to review and avail yourself of the resources made available by the University’s Office of Postdoctoral Affairs at <https://research.columbia.edu/office-postdoctoral-affairs>. **{Insert only if (1) Fellow has received a doctorate or its professional equivalent, AND (2) Fellow receives the stipend paid by the external agency through Columbia -** In addition, as a Postdoctoral Research Fellow, your appointment is covered by a collective bargaining agreement between the University and Columbia Postdoctoral Workers-UAW Local 4100. The agreement can be found at <https://humanresources.columbia.edu/content/columbia-postdoctoral-workers-uaw-local-4100>. The Union office contact can be found at <https://humanresources.columbia.edu/content/labor-and-employee-relations>.**}**

Additional policies and resources are available at:

* Columbia University Office of Postdoctoral Affairs (OPA) [https://research.columbia.edu/office-postdoctoral-affairs](http://www.columbia.edu/cu/postdocs), including the Columbia University Individual Development Plan (IDP) Program <https://research.columbia.edu/individual-development-plan>
* Columbia University Office of Equal Opportunity and Affirmative Action (EOAA) <https://eoaa.columbia.edu/content/eoaa-policies-and-procedures-1>
* Columbia University International Students and Scholars Office (ISSO) <https://isso.columbia.edu/>

{We appreciate your continuing contributions to the {Department/School/Institute/Center} - may be modified as desired by Chair/Dean/Director}.

Sincerely,

{name}

Title, Principal Investigator

and/or Chair/Dean/Director {Department of/School/Institute/Center {name}

cc: {name of departmental administrator}