DATE

NAME

ADDRESS

Dear NAME,

It is my pleasure to offer you a position as Research Fellow in the Department of XXXX at the Geisel School of Medicine at Dartmouth beginning DATE. Research Fellows are non-faculty/non-employee members of the academic community at Dartmouth who are here to obtain training. You will be working under the supervision of Dr. XXXX on projects related to (brief summary) and supported by (list T32, NRSA or other relevant training grant support mechanism). Your initial appointment will extend to (June 30 of this year’s date unless appointment is made after Jan 1 in the current year; if after Jan 1, extend to June 30 of subsequent year) and your initial stipend will be $XX,000/year and paid monthly. We anticipate that you may be reappointed as a Research Fellow for an additional X years; however, please recognize that continuation of this position is contingent upon performance and availability of funds at Dartmouth College (Geisel) to your supervisor’s research program.

**Optional if candidate does not yet have a PhD**: This appointment requires a PhD degree. As you have not yet been formally awarded your PhD, please have the Dean of your current graduate school provide a letter attesting that you have completed all of the formal requirements for this degree and the expected date of degree conferral.

*Benefits*:

Your appointment as a Research Fellow entitles you to the benefits provided by Dartmouth College. Information on benefits provided by the College may be found on our website: <http://www.dartmouth.edu/~hrs/benefits/> (see Benefits Summaries link on the right-hand side of the page) or you can call Human Resources directly at 603-646-3588. Please note that the Internal Revenue Service does not consider Research Fellows to be employees since their presence at an institution is to obtain training rather than to provide services. As such, although your wages are subject to Federal Income Tax (FIT), they are not subject to The Federal Insurance Contributions Act (**FICA**; Social Security and Medicare). For payroll convenience and in order to facilitate allocations of benefits, your wages will be reported on a W-2 Form. Please note, too, that as a fellow, you are not provided with allotted vacation time as part of your benefits, but fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution.

As a member of the academic community of Dartmouth College, you will have access to the Dartmouth Library system, including *UpToDate*. Your academic appointment will also provide you with a Dartmouth Name Directory (DND) account, which gives you email and other important online accesses. Additionally, your Dartmouth College photo ID card may qualify you for discounts from Dartmouth programs and facilities such as the [Hanover Country Club](http://www.dartmouth.edu/~hccweb/index.html), [Hopkins Center](http://www.hop.dartmouth.edu/) for the Arts, [Dartmouth Outing Club](http://www.dartmouth.edu/~doc/), [Morton Farm](http://www.dartmouth.edu/~drc/index.html), and the Dartmouth [Skiway](http://skiway.dartmouth.edu/). Additional information for non-faculty academic personnel at Geisel can be found at <http://geiselmed.dartmouth.edu/faculty/fac_info/>.

*Relocation expenses*:

[Optional and *must* be approved by the Dean’s Office (Exec Dean for Admin & Finance/Dean of Faculty Affairs) prior to being included in the offer. The bonus must not exceed $10,000]

We shall provide you with a one-time lump sum relocation bonus of $XXXX for you to use toward the cost of moving to Dartmouth. Please note that this is considered taxable income.

*Verification of eligibility and expectations for compliance:*

This appointment is contingent upon your ability to work in the United States. If you will require immigration sponsorship for your employment at Dartmouth, you must obtain the appropriate visa status prior to starting your appointment. Our office will work with Dartmouth’s Office of Visa and Immigration Services (OVIS) to facilitate the sponsorship process.

Your appointment is also contingent upon your consent to a pre-appointment background check with results acceptable under Dartmouth [policy](https://www.dartmouth.edu/~hrs/pdfs/background_check_policy.pdf).

##### As a member of the academic community of Dartmouth College, you will be expected to comply with Dartmouth’s rules and policies including, but not limited to, policies on the [responsible conduct of research](https://www.dartmouth.edu/~osp/resources/RCR/), patents, copyright and other intellectual property rights, [conflict of interest](https://www.dartmouth.edu/~osp/resources/policies/dartmouth/cofinterest.html), [institutional diversity & equity (IDE)](https://www.dartmouth.edu/~ide/Diversity%20Mission%20Statement.html), and [sexual respect](https://sexual-respect.dartmouth.edu/). These policies, as well as specific policies and information on, but not limited to, Standards of Conduct for Teacher-Learner Relationships for Geisel faculty, professionalism in Undergraduate Medical Education (UME), and expectations for conflict of commitment and remote work agreements may also be found at the link for the [Geisel Faculty Handbook](http://geiselmed.dartmouth.edu/faculty/fac_info/). In addition, during the course of your faculty appointment, you may receive or become aware of confidential material, including employment information, financial data, medical information, trade secrets, and other non-public or proprietary information concerning Dartmouth College, its employees, its students, and its donors. Please be aware that the Dartmouth’s Confidentiality Policy prohibits the use and disclosure of this information, except as necessary to perform the requirements of your employment.

**Optional**: As you will carry out your research efforts in space located at the Lebanon site of Dartmouth Hitchcock Medical Center (DHMC), we ask that you also please read and understand the information related to their policies governing professional responsibilities and behavior.

You are also expected to obtain any necessary training or certification required for your activities at Dartmouth including, but not limited to, those required by Title IX, Environmental Health & Safety, the Animal Care and Use Committee, or the Committee for Protection of Human Subjects.

As noted above, continued appointment at Dartmouth College is contingent upon performance and availability of funds to Dartmouth College (Geisel) for this fellowship and to your advisor’s research program. If funding for this position changes during any appointment period, you will be provided a minimum of 30 days’ notice prior to termination of appointment. Unless otherwise specified by the Dean of the Medical School, your academic title at Dartmouth shall terminate effective at the end of your fellowship. In addition, your academic title may also be terminated for cause. If you no longer hold an academic position with the medical school, all benefits that are associated with this position (e.g., a DND account and access to Dartmouth’s libraries) will also terminate.

Please acknowledge your acceptance of the above offer by signing, dating, and returning the original letter by DATE.

Once again, all of us are delighted you will be joining us.

Sincerely,

CHAIR’S NAME PI NAME (optional)

NAME OF DEPARTMENT NAME OF DEPARTMENT

On behalf of the Trustees of Dartmouth College

By signing below, I indicate that I understand and agree with the contents of this letter and that I accept the offer in the Department of DEPARTMENT at the Geisel School of Medicine at Dartmouth.

Please sign, date, and return the original letter by [RESPONSE DATE].

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 SIGNATURE (NAME) DATE