Dept. letterhead

DATE

Name

Address

Dear Name:

I am pleased to extend an offer of employment for you to join [Department] as [Title] with an anticipated start date of [Date] or thereafter, depending on your availability. This offer is contingent upon your consent to and successful completion of a pre-employment background check with results acceptable to Dartmouth College. This position is funded by a grant. If grant funding is not received, available, or allocated for your position for any reason, your position may be terminated at that time upon no less than 30 days’ notice. If you will require immigration sponsorship for your employment at Dartmouth, you must obtain the appropriate visa status prior to starting your employment. Our office will work with Dartmouth’s Office of Visa and Immigration Services (OVIS) to facilitate the sponsorship process.

Your salary will be $[Amount] per month, or $[Amount] if annualized. As a Dartmouth College employee you are eligible to participate in Dartmouth College’s Dartflex benefits elections, to receive contributions by Dartmouth to a defined retirement contribution plan, subject to Dartmouth’s vesting requirements, and to receive such other benefits are provided to other full-time, exempt professional-level employees of Dartmouth in accordance with its policies and procedures relating to such benefits and subject to your payment of any applicable employee contributions. Information on Dartmouth’s benefits for salaried staff is available online at:  [https://www.dartmouth.edu/hrs/benefits/index.html](http://www.dartmouth.edu/~hrs/benefits/).

As a member of the Dartmouth College academic community, you will be expected to comply with Dartmouth’s rules and policies including, but not limited to, policies on the responsible conduct of research, patents, copyright and other intellectual property rights, conflict of interest, open dissemination of research findings, institutional diversity & equity (IDE), and sexual respect. Please be aware, too, that all employees are required to complete an online training module on sexual respect. Information on this module and other relevant information can be found at <https://sexual-respect.dartmouth.edu>.

You should be aware that, as a member of the Geisel community, it is your responsibility to read, understand, and comply with certain Geisel and Dartmouth College policies, including without limitation:

* [Dartmouth’s Non-discrimination Policy](https://www.dartmouth.edu/ide/policies/gennondiscrim.html)
* [Dartmouth’s Sexual and Gender-Based Misconduct Policy and Procedures](https://sexual-respect.dartmouth.edu/compliance/dartmouth-sexual-and-gender-based-misconduct-policy-and-procedures)
* [Dartmouth’s Research Misconduct Policy](https://www.dartmouth.edu/osp/resources/policies/dartmouth/MisconductPolicy.html)
* [Dartmouth’s Policy on Export Controls and Material Transfers](https://www.dartmouth.edu/osp/resources/policies/ecmaterialtransfer_2.html)
* [Policy on Expectations for Professionalism for Faculty, Non-Faculty Academics, and Staff of the Geisel School of Medicine at Dartmouth](https://geiselmed.dartmouth.edu/oaa/policy-on-expectations-for-professionalism-for-faculty-non-faculty-academics-and-staff-of-the-geisel-school-of-medicine-at-dartmouth/)

You are also expected to obtain any necessary training or certification required for your activities at Dartmouth. Finally, all new employees are required to attest to Dartmouth’s New Invention Agreement at the time of hire. Please note that you will need your Dartmouth log-in information to access this site in Rapport. Please contact the Office of Sponsored Programs (OSP; https://www.dartmouth.edu/osp/) should you have any questions on this form/site.

[If located at DHMC Lebanon Campus] As your position is based 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.

[If position is expected to be fully remote] As your position is intended to be primarily remote, please be aware that a Telecommuting Agreement will be required. As indicated by your signature below, you agree that you are working remotely at your request and for your sole benefit and not at Dartmouth’s direction or request. [AS OF OCTOBER] Note that you will be required to participate in person, and on Dartmouth College’s campuses, for new employee orientation. In addition, we expect that you will return to the Dartmouth Campus at least 2-3 times per year for 3-4 days each visit, to meet in person with [INSERT SPECIFICS FOR THE POSIITON, E.G., FACULTY, PI’S, STUDENTS, ETC.] and other relevant colleagues. Note as well that the remote nature of this position is extended at Dartmouth’s sole discretion and continued remote work/telecommuting privileges will be subject to continued satisfactory performance with the responsibilities of this position as set forth in the position description enclosed with this letter.

[While this position is intended to be primarily remote,] please be aware that, because of the Covid-19 pandemic, individuals moving to the Dartmouth area and/or working on Dartmouth property must adhere to current quarantine restrictions as determined by federal, state, and institutional guidelines (<https://news.dartmouth.edu/covid-19/important-updates>) and to current restrictions on campus research activities established by Dartmouth College and by the Geisel School of Medicine. Please note that as part of these institutional guidelines, all employees must be fully vaccinated prior to the start of employment, to include a COVID booster once eligible. Individuals seeking an exemption from Dartmouth’s vaccine requirement for a medical or religious reason should reach out to the Office of Institutional Diversity and Equity to complete and submit the necessary paperwork or visit <https://www.dartmouth.edu/hrs/> for additional information and instructions on where to upload proof of vaccination documentation.

Subject to your acceptance of this offer, you will also receive a confirmation notice from the Office of Human Resources, restating some of the information above. Additionally, you will receive an invitation to attend Dartmouth College New Employee Orientation. At Orientation you will receive detailed information about Dartmouth policies, resources, and the benefits available to you as a Dartmouth employee. General information about your benefits as a Dartmouth employee can be found at <http://www.dartmouth.edu/~hrs/benefits/new.html>. Additionally, please review the policy on paid time off for exempt employees, which includes detailed information on vacation time (<https://policies.dartmouth.edu/policy/paid-time-salaried-employees>). Should you have any questions in the meantime, you may call the Office of Human Resources at 603-646-3411.

Formalities aside, I want you to know how delighted I am at the prospect of you joining the [Department]. If you decide to accept our offer of employment, please return one copy of this letter with your signature below to me by [Date]. Should you have any questions about this offer, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Hiring Manager]

[Title]

I agree to the terms set forth above.

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Attachments:

 Telecommuting Agreement [for temporary remote, expected to be on site]

 Out of state employee agreement [for long-term out of state remote]

 Alternate Work Arrangement [for any remote work]