DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Dr. NAME:

It is my pleasure to offer you a position as Research Associate in the Department/Institute of XXXX as a X.0 FTE at the Geisel School of Medicine at Dartmouth beginning DATE. Research Associates are non-faculty 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 [brief description of research program]. 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 annual salary for this X.0 FTE position will be $XX,000 and paid monthly. This appointment and your employment may be renewed contingent upon availability of funds to your advisor’s research program at the Geisel School of Medicine and assuming that you meet performance expectations. If your appointment is for more than one year, you will be eligible for yearly merit increases as determined by your performance and by institutional guidelines set by Dartmouth College and the medical school Dean. Note that, should your start date occur on or after March 1, 2021, you would not be eligible for the upcoming (July 1, 2021) merit increase cycle, but would be eligible to participate in subsequent annual merit increase programs.

Information on appointments, promotions and other matters pertinent to faculty and non-faculty academics may be found online in the document entitled Academic Appointments, Promotions, and Titles at the Geisel School of Medicine at Dartmouth (APT document) on the Office of Academic Affairs site at: <https://geiselmed.dartmouth.edu/oaa/document/appointments-promotions-titles/>.

*(Note: text not to be included in letter: salaries must meet the FLSA minimum and should follow guidelines established by the NIH for postdoctoral fellows (*[*https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-002.html*](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-002.html) *or updates).*

**If relevant**: This appointment requires a PhD/MS\* degree. As you have not yet been formally awarded your PhD/MS, 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. Conferral of your degree or attestation that you have met all requirements is required prior to your starting employment at Dartmouth.

*\*Hiring of research scientists without terminal degrees is expected to be highly limited. If approved by Dean’s Office.*

*Any candidate who does not hold an MS (when approved) or PhD degree must provide documentation from their institution that they have fulfilled the requirements for the degree prior to the date employment begins.*

*Benefits*:

Your employment as a Research Associate entitles you to the benefits provided by Dartmouth College. Information on benefits provided by Dartmouth College may be found at:

<https://www.dartmouth.edu/hrs/pdfs/rab_summary2016.pdf> for Research Associate Bs; and

<https://www.dartmouth.edu/hrs/pdfs/research_staff2015.pdf> for Research Associate Cs,

or you can call Human Resources directly at 603-646-3588. Please note the information on this site as to the allotted calendar days of vacation that are provided to Research Associates per academic year, and that these days do not carry forward from year to year. Each academic year begins July 1. In the academic year in which you leave Dartmouth, you will be paid for any unused vacation days. You are encouraged to use all the days available to you during the course of your employment. Please be sure to make your department administrator aware of your anticipated date of departure well in advance of this date. In addition to making yourself familiar with the information provided on the Dartmouth HR site, please contact the Dean’s Office at Geisel if you have questions on the benefits you are afforded as a Research Associate at Geisel.

As a member of the academic community of Dartmouth College, you will have access to the Dartmouth Library system, includingour full biomedical research collections and clinical references, such as *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. Additional information for academic personnel at Geisel can be found on the Office of Academic Affairs site (<https://geiselmed.dartmouth.edu/oaa/>).

*Relocation expenses*:

[Optional and *must* be approved by the Dean’s Office (Exec Dean for Administration and 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 offer is also contingent upon your consent to a pre-employment background check with results acceptable under Dartmouth policy, found at <https://www.dartmouth.edu/~hrs/pdfs/background_check_policy.pdf>.

The Immigration Reform Act of 1986 requires all employers to verify identity and eligibility for all individuals receiving remuneration from Dartmouth College. Previous employment at Dartmouth College does not necessarily exempt you from this requirement. To ensure compliance with federal law, you must complete Section 1 of the Form I-9 no later than the first day of your appointment. Your department administrator can assist you with these forms. Dartmouth College is also a participant in E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

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 individuals who hold academic titles at Dartmouth 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://policies.dartmouth.edu/policy/research-misconduct-policy-and-procedures)
* [Dartmouth’s Policy on Export Controls and Material Transfers](https://www.dartmouth.edu/osp/compliance/export_controls/index.php)
* [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/)

If you are engaged in medical education (MD Program) and Geisel-related educational responsibilities within the clinical environment, it is also your responsibility to read, understand, and comply (where applicable) with the specific policies noted below:

* [Clinical Supervision Policy](https://geiselmed.dartmouth.edu/students/pdf/policies/UME-CURR.CE-0017.pdf)
* [Learning Environment (Positive Learning Environment/Mistreatment Reporting)](https://geiselmed.dartmouth.edu/students/links/medical-student-mistreatment-reporting/)
* [Professionalism Policy and Reporting](http://geiselmed.dartmouth.edu/students/links/professionalism-reporting)

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 Environmental Health & Safety, the Animal Care and Use Committee, or the Committee for Protection of Human Subjects.

**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.

As noted above, continued appointment and employment at Dartmouth College are contingent upon availability of funds to Dartmouth College (Geisel) to your or your advisor’s research program. If funding for this position changes during any appointment period, your fractional FTE may be adjusted to meet that change in qualified support or your employment may be terminated. You will be provided a minimum of 30 days’ notice prior to termination of employment. Unless otherwise specified by the Dean of the Medical School, your academic title at Dartmouth shall terminate effective at the end of your employment. In addition, your appointment and employment may 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 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.

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

Sincerely,

CHAIR’S NAME PI NAME (optional)

Chair, Department of DEPARTMENT 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