DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear NAME,

I write to invite you to our laboratory/institute/center for the period of time from START DATE to END DATE (one year or less) to pursue research and scholarship in the field of XX. It is my expectation that during this appointment you shall [description of expected activities that justify the title]. As you are not an employee of Dartmouth College, please note that this appointment does not entitle you to compensation or to benefits through Dartmouth College.

I will propose to the Dean of The Geisel School of Medicine at Dartmouth that you be appointed as a Visiting [Assistant Professor/Associate Professor/Professor/Research Scientist] of DEPARTMENT. Your academic credentials will be reviewed and must be endorsed by the Dean, the Dean’s Academic Board, and the Provost of Dartmouth College. Additional information for visiting academics at Geisel can be found at the Office of Academic Affairs site (<https://geiselmed.dartmouth.edu/oaa/>). This is a non-voting and non-renewable one (1)-year term position.

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/>).

Your academic title at Dartmouth shall terminate effective at the end of your term of appointment as a visiting faculty member/research scientist or earlier should your activities associated with this visiting position at Dartmouth change or end prior to the date above. In addition, your appointment and employment may be terminated for cause. If you no longer hold an academic position with the medical school, all privileges that are associated with this position (e.g., NetID and access to Dartmouth’s libraries) will also terminate.

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-appointment background check with results acceptable under Dartmouth policy, found at <https://www.dartmouth.edu/~hrs/pdfs/background_check_policy.pdf>.

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. Finally, all new employees are required to attest to Dartmouth’s New Invention Agreement at the time of hire ([https://hub-rapport.dartmouth.edu/hub/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[FDBEC2E78A52C04193D27A2F17EBA701]]](https://hub-rapport.dartmouth.edu/hub/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5bOID%5bFDBEC2E78A52C04193D27A2F17EBA701%5d%5d)). Please note that you will need your Dartmouth log-in information to access this site in Rapport. Please contact the Office of Sponsored Projects (OSP; https://www.dartmouth.edu/osp/) should you have any questions on this form/site.

**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.

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.

NAME, we are delighted you will be joining us this [MONTH OF START DATE]. We anticipate that your work with us in [Area of Endeavor/Specifics of Project] shall be in advancing [FIELD] and we look forward to this fruitful collaboration.

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].

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

SIGNATURE (NAME) DATE