**Tips for using the template letters**

* Individuals in these positions require an invitation letter for all appointments and reappointments.
* Instructions for filling in details included in the offer letter are in [highlighted brackets]. Please delete instructions before finalizing the letter.
* Total FTE% must not exceed 100% across all active appointments at Stanford. Check sources - such as confirming with the individual or Stanford directory – for other active Stanford relationships.
* **Any modifications to the letter require prior approval from the Office of Academic Affairs**.

**Useful Additional Links**

These websites contain information that will be helpful to you in orienting your candidates to Stanford and familiarizing them with the rules that guide their work here.

**New Hire Information**

<https://welcomecenter.stanford.edu/>

**SUNet IDs**

<http://www.stanford.edu/services/sunetid/sunetid_services.html>

**Environmental Health and Safety Training Questionnaire**

<http://www.stanford.edu/dept/EHS/prod/training/training_need.html>

**Required Training for Laboratory Workers**

<http://www.stanford.edu/dept/EHS/prod/researchlab/Lab_Training_Poster.pdf>

**Stanford University Ergonomics Program**

<http://www.stanford.edu/dept/EHS/prod/general/ergo/index.html>

**Human Resources**

<http://uhr.stanford.edu/>

**Maintain Your Personal Data (personal information including race, ethnicity and veteran status)**

<https://stanfordyou.stanford.edu/>

**Stanford Work/Life Office**

<http://www.stanford.edu/dept/worklife/cgi-bin/drupal/>

**Office of the Vice Provost for Teaching and Learning (VPTL)**

<http://vptl.stanford.edu/>

**Bechtel International Center**

<http://icenter.stanford.edu/>

**ID Cards**

<https://adminguide.stanford.edu/chapter-2/subchapter-4/policy-2-4-3> <https://itservices.stanford.edu/service/campuscard/cardoffice>

**Individuals in these positions require an offer letter. Please use the following template; if any changes are required, contact the Office of Academic Affairs for approval.**

**Other Teaching Staff (Visiting, Adjunct), Lecturers and Visiting Scholars**

**INVITATION LETTER (UNPAID)**

*[Date]* sent via email: *[E-mail Address]*

[*Full Name]*

*[Address]*

*[Address]*

*[Address]*

Dear *[Candidate’s Name],*

I am pleased to inform you that your appointment as a *[Title: Visiting/Adjunct [rank], Lecturer or Visiting Scholar]* at Stanford University in the Department of *[Department name]* in the School of Medicine has been approved.

Your appointment is effective [*Start Date*] and has been approved for an initial term of *[# of months/years*] with an expected end date no later than [*End Date*]. However, your appointment is subject to termination at any time for any cause, when satisfactory performance ceases, or for programmatic or budgetary reasons including lack of funding.

 The knowledge, experience and perspective of our *[Title: Visiting/Adjunct [rank] Lecturer or Visiting Scholar]* and their allotment of time and effort are highly valued in our academic programs. In your role as *[Visiting/Adjunct [rank] Lecturer or Visiting Scholar]* your duties include *[list duties, including clinical care, teaching, research and administrative activities, as applicable.]*

Your official title is “[*INSERT TITLE*]” and may be used only during the appointment period noted previously. Your title must always be used in its entirety; it cannot be abbreviated or altered and may only be used in direct relation to your teaching, learning and research activities at Stanford.

Your offer is subject to the attached Terms & Conditions. Your signature is our confirmation you have reviewed these Terms & Conditions and accepted our offer.

I look forward to your acceptance as soon as possible. Please sign and date this appointment letter and email it back to me.

[*Department chair/faculty sponsor*] and I are available to help you with any other questions you might have regarding your appointment.

Sincerely,

Name

Title

Stanford University

**Terms & Conditions**

* **Accommodation**: If you require an accommodation for a disability, please let the departmental contact listed above know.
* **Benefits**: This position is not eligible for medical, dental or retirement benefits.
* **Health and Safety:** Stanford University is committed to strong programs of accident and injury prevention and to complying with all environmental health and safety laws and regulations.  Please visit <http://rph.stanford.edu/6-2.html> for information about Health and Safety at Stanford University: Principles, Responsibilities and Practices. Your departmental contact will advise you as to the specific training required. **If you will be working in a laboratory**, you will need to ensure that your research is conducted in accordance with health and safety standards, as presented to you in your health and safety training.  Your specific training depends upon your research/lab and you will be notified by your PI or departmental contact as to the specific training required.
* **Required Training:** You must complete mandatory Stanford training that may include classes specific to your job function. You will receive enrollment information from your department manager if other classes are required.

**Sexual Harassment and Sexual Misconduct Training:**

* + Stanford University requires new employees to take a course addressing Sexual Misconduct and Sexual Harassment Prevention.
	+ New academic staff employees must complete this course **within 30 days of being hired**:
		- Harassment Prevention at Stanford for Non-Supervisors (SHP-2000) <https://harass.stanford.edu/training/course-non-supervisory-staff>

***Note:*** *you may be asked to take SHP-2000 even if you are not new to Stanford, at the discretion of your lab or department.*

* **Stanford ID Card:** Please take this letter to the Stanford ID Card Office (a one-time fee may apply) to receive a Stanford ID Card that will allow you the benefits and privileges associated with your new appointment. For information on Card Office hours and location, please visit <https://uit.stanford.edu/service/campuscard/cardoffice> or call (650) 498-2273. Following your start date, you will also receive instructions from [*contact name*] about how to obtain a SUNet ID.
* **SU-18 or SU-18A:** All employees are required to sign a Stanford University Patent and Copyright Agreement (SU-18 or SU-18A). This patent policy applies to all individuals who work at Stanford, or who come here to engage in research. This agreement will need to be signed online at <https://axess.stanford.edu/>. A Stanford ID will be required to access the link; however, you mustsign the agreement as soon as your ID is issued to you and no later than 30 days after your start date.
* **University Equipment:** All equipment supplied by Stanford in order for you to perform your duties is owned by the university and is to be returned to Stanford in proper working order at the end of your appointment.
* **University Policies:** As a condition of your appointment, you are agreeing to abide by all Stanford University policies, including the University’s Code of Conduct and applicable Conflict of Commitment and Conflict of Interest policies. Your appointment is governed by the applicable policies in the Stanford University Administrative Guide located at <https://adminguide.stanford.edu/> the University Faculty Handbook located at <http://facultyhandbook.stanford.edu> and the Research Policy Handbook located at <http://rph.stanford.edu>.
* **Veteran/Disabled Status:** As a federal government contractor, Stanford is required to collect certain information from employees after they are hired. If you are a veteran or an individual with a disability, please complete the *Invitation to Self-Identify Veteran or Disabled Status* form in Axess found at <https://axess.sahr.stanford.edu/>.

I have read and accept the terms as set forth in this letter regarding my appointment in the Department of *[Department name]* in the School of Medicine at Stanford University.

 [*Candidate’s name*] Date