**Tips for using the template letters**

* Individuals in these positions require an offer 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://cardinalatwork.stanford.edu/welcome-center>

**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**

<https://cardinalatwork.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/>

**Center for Teaching and Learning**

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

**Bechtel International Center**

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

**ID Cards**

<http://adminguide.stanford.edu/28_4.pdf>

<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 your Dean’s Office for approval.**

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

**OFFER LETTER (PAID)**

*[Date]*

Name

Address

Address

Dear *[Candidate’s Name],*

I am pleased to inform you that your appointment as a *[Title: Visiting <rank>/Adjunct <rank>/Lecturer]* at Stanford University in the Department of *[Department name]* in the School of Medicine has been approved for the period *[date] to [date]* at *[percent]* full time effort (FTE).

In your role as *[Visiting/Adjunct [rank] or Lecturer]* your duties will include *[list duties, including clinical care, teaching, research, and administrative activities, as applicable. [Total duties should not exceed 100% FTE across all appointments.]*

As a matter of protocol, I would like to share with you the following important information about your appointment:

* Your annual salary will be $[amount]based on \_\_% FTE, pro-rated from your actual start date. (*If less than 100% FTE add,* This amount is equivalent to $XX,XXX annually based on \_\_% FTE).
* This offer is subject to your authorization to work as required by the Immigration Reform and Control Act. You will be required to complete a verification form (INS Form I‑9) when you begin work. Before beginning work at Stanford, please set up a time to meet with [name], who can be reached at [phone number or email address]. Please bring official forms of identification with you on your first day in order to complete the I-9 form process. Visit the US Citizen and Immigration Services’ I-9 Central web site https://www.uscis.gov/i-9-central/acceptable-documents for accepted documents.
* All employees are required to sign a Stanford University Patent and Copyright Agreement. This patent policy applies to all individuals who work at Stanford, or who come here to engage in research. This agreement may be reviewed at https://doresearch.stanford.edu/policies/research-policy-handbooksu18.html and 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.
* *[If candidate is to be paid at 50% or more and employed for 6 months or more]:* This position includes eligibility for medical, dental, retirement and other benefits. Additional information can be found at https://cardinalatwork.stanford.edu/benefits-rewards.
* Your official title is “[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.
* This appointment is subject to early termination at any time based upon unsatisfactory performance or for programmatic reasons (including budgetary considerations).
* In conjunction with this 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 <https://doresearch.stanford.edu/policies/research-policy-handbook>.
* Members of the Stanford community are subject to the Confidentiality and Privacy provisions set forth in Section 3 of the Code of Conduct contained in Administrative Guide Memo 1. As a reminder of Stanford's commitment to privacy, students, faculty, staff and other members of the workforce may be asked to sign a confidentiality statement based on the Code of Conduct and this privacy policy. Failure to sign such a statement in no way diminishes the obligation to uphold Stanford's policies.
* 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.
* Stanford University is committed to strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations.  Please visit <http://doresearch.stanford.edu/policies/research-policy-handbook/environmental-health-and-safety/health-and-safety-principles> 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.
* Due to the nature of your appointment, you may be required to attend sexual harassment prevention training, in which case you will receive information on how to enroll in this training in the near future.
* Please contact *[contact name]* at *[phone number]* or *[email]* should you have any questions regarding your appointment.
* If you require an accommodation for a disability under Administrative Guide 2.2.7, please let the departmental contact listed above know.
* Stanford University is a government contractor subject to certain rules and regulations which require us to invite you to voluntarily report your veteran status and/or disability to our Diversity and Access Office. The information you provide will be used for annual affirmative action reporting purposes, and for follow-up should you request a disability-related accommodation. Your completion of these forms and what you report in them are separate from this offer of employment. Please complete those forms by going to the following link <https://facultydevelopment.stanford.edu/post-offer-forms> at your convenience.
* Please take this letter to the Stanford ID Card Office to receive a Stanford ID Card (a one-time fee may apply) 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 or call (650) 498-2273.
* The SUNet ID is a unique account name that identifies you as a member of the Stanford community with access to the Stanford University Network of computing resources and services. Your SUNet ID is a permanent and visible part of your Stanford identity, and utilized as part of your email address. If you do not already have a SUNet ID, request your eight digit employee identification number from your departmental contact.  Once you have your Stanford employee identification number, go to [https://accounts.stanford.edu](https://accounts.stanford.edu )to select your SUNet ID.  If you had a SUNet ID in the past and cannot recall it, please contact your department contact to obtain it.

[Department chair/faculty sponsor]and I are available to help you with any other questions you might have regarding your appointment. Please sign and return one copy of this letter.

Sincerely,

[Department chair/faculty sponsor’s name and title]

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

 [Candidate’s name] Date