**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/>

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

<http://vptl.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)**

**(Use for those who will be hired as employees, paid a salary, and are 50% or more FTE and are benefits eligible)**

*[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 <rank>/Adjunct <rank>/Lecturer]* at Stanford University in the Department of *[Department name]* in the School of Medicine has been approved and is contingent upon the completion of a successful background check.

Your appointment is effective *[start date]* and has been approved for an initial term of [#months or years] with an expected end date no later than *[end date]*. Your starting salary will be *[$0.00]* per month or *[$0.00]* if annualized at *[FTE]%* time. The salary paid is for all work performed in connection with teaching the class(es), including preparation, time spent with students and grading. However, your appointment is subject to termination at any time for cause, when satisfactory performance ceases, or for programmatic or budgetary reasons including lack of funding.

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.* *If the duties include teaching, add: teaching [name of course], including preparatory work, teaching, student guidance and grading.]*

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

I look forward to your acceptance as soon as possible. Please do the following:

* Sign and date this appointment letter and email it back to me.
* Submit online two pieces of personal data **at least one week before your start date** which University Human Resources requires to process your hire: your date of birth and your Social Security number. Visit the Stanford Secure Data Portal, <https://secureportal.stanford.edu/apex/f?p=116:1>, and enter your information into this secure form.

[REMOVE IF THE EMPLOYEE WILL NOT ATTEND THE WELCOME CENTER -]

We will email you about steps to complete before your start date, as well as details regarding the Cardinal at Work Welcome Program you’ll attend on your first day of work. This will take place at 3160 Porter Drive, Palo Alto.

About a week before your start date, you will receive a number of emails from our Cardinal at Work Welcome Center. These emails will provide you with important information as a new Stanford employee.

 [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]

**Terms & Conditions**

Your position is Exempt as described below:

* **Accommodation**: If you require an accommodation for a disability, please let the departmental contact listed above know.
* **Background Check (as of 1/1/2018):** This offer is contingent upon your successful completion and passing of a background check. If you do not successfully complete and pass the background check, this conditional offer of employment will be withdrawn. Therefore, you should not rely upon this conditional offer of employment until the condition of successfully completing and passing the background check has been satisfied. HireRight, our background check vendor, will email you instructions to initiate the background check process. Please complete your section of the process within three (3) business days of receiving their email.
* **Benefits**: This position includes eligibility for medical, dental, retirement and other benefits. Additional information can be found at <http://cardinalatwork.stanford.edu/benefits-rewards>. [OR if Contingent and Temporary Staff (CTS), Benefits: You are not eligible for medical, dental or retirement benefits.]
* **Exempt:** Exempt positions are not subject to overtime pursuant to state and federal wage and hour laws. There may be occasions when it is necessary to accomplish work beyond the regularly scheduled work day.
* **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.
* **Immigration and Reform Act:** You must be legally authorized to work in the United States. This employment offer is subject to your authorization to work as required by the Immigration Reform and Control Act of 1986. You will be required to complete an Employment Eligibility Verification Form (INS I-9) and provide appropriate documentation (e.g., passport, driver’s license and social security card, employment authorization card, etc.) within three (3) days of your start date. The list of acceptable documents is provided on the last page of the I-9 Form. Visa holders are also responsible for providing extension documents before the current expiration date in order to continue employment. Employees assigned to work on certain federal contracts may be subject to E-Verify, an additional employment verification process.
* **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.*

* **Sick Leave:** You are entitled to 24 hours of paid sick leave annually. You may use this sick leave for yourself or a family member: for preventative care or diagnoses, care, or treatment of an existing health condition, or for specified purposes related to domestic violence, sexual assault, or stalking. You should notify your department chair or program director (or his/her designee) if you wish to use this leave, and notify Payroll by submitting a help request at <http://helpsu.stanford.edu>.
* **Stanford ID Card:** Please take this letter to the Stanford ID Card Office 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.

[REMOVE IF ATTENDING THE WELCOME CENTER – THEY WILL HANDLE THE ID CARD and SUNET ID]

* **SU-18:** All employees are required to sign a Stanford University Patent and Copyright Agreement (SU-18). 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 theSchool of Medicine at Stanford University.

 [Candidate’s name] Date