**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**

**REAPPOINTMENT 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 reappointment 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 [*start date*] to [*end 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.* *If the duties include teaching, add: teaching [name of course], including preparatory work, teaching, student guidance and grading*.*]*

Your salary will be [$ monthly amount] (which is $xxx annually).

* [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 <http://cardinalatwork.stanford.edu/benefits-rewards>. [If candidate is to be paid at less than 50% or employed for less than 6 months]: This position does not include eligibility for medical, dental, or retirement benefits.
* If there is a break in service this 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 a verification form (INS Form I-9) and must submit two official forms of identification to complete the I-9 process. Enclosed is information regarding this requirement, including a list of approved documents, which will establish proof of your eligibility for employment. The document(s) of your choice as listed must be presented by you in person to your department at which time you will also be required to complete a verification form (INS form I-9). Section 1 of the INS Form I-9 must be completed no later than close of business on your **first day** of work and you must present the required documents within three (3) business days of your official date of hire. If at all possible, we would like to complete this process on your first day of work, so please bring the required documentation with you.
* This reappointment is subject to early termination at any time based upon unsatisfactory performance or for programmatic reasons (including budgetary considerations).
* You are entitled to 24 hours of paid sick leaves 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

If you have any questions regarding your appointment contact [*contact name*] at [*phone number*] or [*email*]. [*Department chair/faculty sponsor]* and I are also available to help you with any other questions you might have regarding your position. Please sign and return one copy of this letter. Please excuse the administrative tone of this letter, which does well in disguising our genuine enthusiasm and appreciation for all that you contribute to our academic program.

Sincerely,

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

I accept the terms as set forth in the letter regarding my employment and appointment at Stanford University.

 [Candidate’s name] Date