

ARTICLE 2 APPOINTMENTS

Section 1: It is within the University's sole discretion to appoint, reappoint or not reappoint Postdoctoral Scientists/Scholars, Postdoctoral Research Fellows, and Associate Research Scientists/Scholars ~~and to determine the duration of such appointments.~~

Section 2: Appointments and reappointments are for one (1) year, ~~unless the University determines that circumstances require otherwise.~~ Under the following circumstances shorter appointment may be allowed:

- 1) Less than one year of programmatic work.
- 2) Exhausted eligibility as a Postdoctoral Research Scientist/Scholar/Fellow as referenced in section 3 (max 5 years of Postdoctoral appointment).
- 3) Work authorization limitations.
- 4) A short-term appointment that bridges the employee to another anticipated employment offer, (Postdoctoral Fellow appointment, fellowship, or training grant).
- 5) Postponement of all or part of an appointment offer for professionally-related reasons (e.g. teaching opportunity).

Section 3: The appointed positions covered by this Agreement are:

Associate Research Scientists/Scholars, are junior officers whose qualifications and contributions to their fields of research are equivalent to those of an assistant professor ~~as defined in the current Faculty Handbook~~, and may be appointed for a term up to twelve (12) months, which is renewable. A longer period of appointment may be offered by the University. If an associate research scientist/scholar is not to be renewed, the University will provide notice of non-renewal three (53) months prior to the end of the appointment term, where possible.

Postdoctoral Research Scientists/Scholars, are researchers who have received a doctorate or its professional equivalent ~~as defined in the current Faculty Handbook~~, may be appointed for a term up to twelve (12) months, which is renewable for up to a total period of service in any postdoctoral rank of three years. Further extensions of an appointment in this rank require the prior permission of the Provost. Extensions may be granted on an annual basis up to a maximum of two (2) additional years in any postdoctoral rank. The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. If a postdoctoral research scientist/scholar is not to be renewed, the University will provide notice of non-renewal three (53) months prior to the end of the appointment term, where possible.

Postdoctoral Research Fellows, are researchers who have received awards to continue their training at the University or are individuals of greater experience who have won awards permitting them to retrain themselves in a new discipline or specialty ~~as defined in the current Faculty Handbook~~ and may be appointed for a term of up to twelve (12) months, which is renewable for up to a total period of service in any postdoctoral rank of

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three (3) years. Further extensions of an appointment in this rank require the prior permission of the Provost. Extensions may be granted on an annual basis up to a maximum of two (2) additional years in any postdoctoral rank. ~~Under this contract, Postdoctoral Research Fellows are not considered independent contractors, and unless the granting agency specifically forbids it, these employees will be paid a salary and receive a W-2 tax form. In contrast to postdoctoral research scientists and scholars, who are paid a salary, these officers usually receive fellowship stipends.~~

Section 4: The University will provide Employees with a letter of appointment. The University shall make reasonable efforts to provide an initial letter of appointment at least sixty (60) days in advance of the start date. All letters of appointment or reappointment shall be provided no later than ~~thirty (30) days before~~ the start date of the appointment ~~or reappointment~~.

Section 5: An appointment ~~and reappointment~~ letter shall include:

- 1) appointment title,
- 2) beginning and end dates of the appointment, and a statement that the position is renewable (if applicable)
- 3) salary and/or stipend ~~(including information about the funding agency that provides the compensation and length of funding),~~
- 4) name of the anticipated supervisor,
- 5) department or academic/research unit,
- 6) contact information for departmental administrator,
- 7) anticipated work location ~~(e.g., campus, building, floor)~~
- 8) brief summary of anticipated responsibilities,
- 9) notice that the appointment is covered by this agreement, with a URL for the ~~union website agreement,~~
- 10) clear language agreed with the union including a direct link to reach out to the union for one-on-one informational meeting, a statement on upcoming union orientation, and that it is a condition of employment to either contribute membership dues or pay a “fair share fee” as stated on Art. 25 [Union dues] of this agreement,
- 11) ~~URL for benefit information (including, postdoc handbook, insurance, pre-tax and other additional benefits, housing benefits and how to enroll)~~
- 12) ~~a summary of resources provided by the Office of Postdoctoral Affairs (OPA) with an invitation to their orientation,~~
- 13) ~~a summary of professional development services including the right to an Individual Development Plan (IDP),~~
- 14) ~~any applicable support for travel,~~
- 15) ~~anticipated training requirements,~~
- 16) ~~Columbia non-discrimination policy,~~
- 17) ~~a statement that Columbia University maintains individual personnel files and that the employee may access their file in accordance with the provisions of Article 8 - Employment Files,~~
- 18) ~~a list of the visa/work authorization categories available to the employee and their dependents (when applicable), with links to the U.S. Citizenship and Immigration Services~~

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(USCIS) website containing visa eligibility requirements, application procedures, and fees, as well as links to the International Student and Scholar Office (ISSO), along with any information about services offered by these offices,

19) a statement regarding tax exemption eligibility and links to tax-related resources at the institution, (including how to file taxes if on a membership and the exact amount that will be taxed)

20) other information agreed upon by the parties.

Section 6: The University will ensure that all administrative paperwork for appointments and reappointments is completed on time such that employees do not experience delayed paychecks or benefit coverage. In the event that the university fails to meet these expectations for more than fifteen (15) days, the employee will receive from the University an additional 10% of the amount due per each day of delay, and full coverage for medical or financial costs that may occur during this period.

Section 7: Columbia University shall guarantee the position and terms of the offer to any employee covered by this agreement, including the level of compensation, benefits, and other terms and conditions of employment, for the duration of the term specified in the offer.