

TO: Viterbi School Faculty

FROM: Randolph Hall, Senior Associate Dean for Research

RE: Research Associates

DATE: September 17, 2004

I am writing to make you aware of a new procedure in making appointments for researcher associate positions (post-doctoral research associate, research associate and senior research associate). To ensure compliance with immigration regulations, salaries for non-citizens will be reviewed at time of appointment or renewal to ensure that they are competitive with prevailing wages for similar positions elsewhere, as well as with wages paid for citizens in like appointments in the Viterbi School. Please consult Linda Rock, Director of Human Resources, in the Engineering Finance Office, prior to negotiating the salary with any candidate. Linda will work with me to ensure that the proposed amount is competitive and in compliance with regulations. In cases where insufficient funds are available to achieve a competitive salary for a full-time appointment, part-time appointments will be considered.

I have also enclosed an updated version of the offer letter template for post-doctoral positions. Please use this in place of all prior versions.