Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am delighted to offer you a full-time appointment as a Research Associate in the Harvard John A. Paulson School of Engineering and Applied Sciences from DATE through DATE with the possibility of renewal depending on continued funding and satisfactory performance. You will receive an annual salary of $ AMOUNT paid to you monthly on the last business day of the month. As a Fellow, you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

It is the School’s expectation, based on current public health information, that the campus will be open this fall, and that your workplace will be our Cambridge/Boston campus. However, due to the COVID-19 pandemic, you may need to begin your appointment remotely. We will, of course, keep you updated as we know more, and we look forward to welcoming you to campus as soon as is feasible.

I look forward to working with you on TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES. Consider including some or all of the following, and adapt to your group’s use: In addition to your research, we expect you to participate in international conferences and publish conference and journal papers, to propose new directions and projects and assist in preparing research proposals, and to supervise and interact with graduate and undergraduate students. You may also have opportunities to assist with courses and to prepare grant proposals.

Ahead of your one-year renewal date I look forward to a discussion of your achievements and progress during the first year and to working to set objectives for the following year. If it is determined that your performance is not satisfactory, the appointment may be terminated before the appointment end date.

Additional relevant information for the position, such as office/desk space, research allowance, travel allowance, Institute or Center affiliations and resources, etc.

You will be eligible for subsidized benefits at Harvard, which include: medical, dental, and vision insurance; life insurance; long-term disability insurance; flexible spending accounts (FSA) for dependent care and medical expenses; and pension. Harvard employee benefit plans require a contribution from participants for coverage. For information on rates for employee benefit costs, please reach out to [benefits@harvard.edu](mailto:benefits@harvard.edu) and see: <http://hr.harvard.edu/benefits-enrollment> . Please note that you must enroll in benefits *within thirty days of the start date of your appointment*. As you must first complete your I-9 form in person, on Harvard’s campus, please contact your Academic Appointments Manager as soon as possible, to arrange a visit to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

Full-time Research Associates are entitled to 20 days of vacation per year (accrued at a rate of 1.67 days per month). This time may not roll over from year to year, and there can be no payout of unused vacation time when an appointment ends. Please discuss your vacation and holiday plans with me in advance.

If you received or will receive your doctoral degree within one year of your appointment start date, please note that the Harvard SEAS Office for Faculty Affairs must receive official confirmation that you have completed all requirements for your doctoral degree prior to your appointment start date.

Prior to the start date of your appointment, you will also need to review and sign an electronic version of the [Harvard University Participation Agreement](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees), which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.  Please review and electronically sign the Participation Agreement upon your arrival to campus. For information on other FAS and University policies pertaining to your appointment, please see the [FAS Appointment and Promotion Handbook](http://academic-appointments.fas.harvard.edu/).

In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States, whether or not they are American citizens. Prior to your starting work, you must complete the United States Citizenship and Immigration Services (USCIS) Form I-9 that Harvard is required to keep on file for all employees, along with state and federal tax exemption forms, and an emergency notification form. You will be expected to provide employment verification documentation such as a valid passport, or a picture I.D. plus a Social Security card or validated birth certificate. Harvard cannot employ you without this documentation.

INTERNATIONAL: All appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS). The Harvard International Office (HIO) helps individuals secure visas and other appropriate documentation allowing them to enter the United States and pursue their activities at Harvard. If you need such assistance, and as federal regulations permit, HIO will assist you in the process of obtaining temporary visa status. The United States government, however, remains the final arbiter of all immigration-related cases. Furthermore, we note that as a result of the COVID-19 virus pandemic, the United States Department of State has temporarily suspended routine visa services at some United States Embassies and Consulates, and it is not clear when these services will resume, and when they do, how visa applications will be prioritized. It is ultimately the responsibility of the individual appointee to ensure they obtain an appropriate entry visa and any other required authorization prior to arrival at Harvard for their appointed term. In the event that you are unable to obtain a visa and any other required authorization within that time for any reason, Harvard shall have no obligation to pay the salary specified for the appointment.

Information about Harvard’s many cultural and intellectual resources can be found at <http://news.harvard.edu/gazette/harvard-events>.

I am enthusiastic about having you join my group. If you have any questions about your appointment, please contact Gina Scribner (scribner@seas.harvard.edu) OR Mary Taylor (mataylor@seas.harvard.edu) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager