Letter must be on faculty letterhead

DATE

ADDRESS

Dear NAME,

I am delighted to offer you an appointment as an Associate of the Harvard John A. Paulson School of Engineering and Applied Sciences while you continue to hold outside employment as [JOB TITLE] at [INSTITUTION/COMPANY].

Your appointment will begin on [Date] and end on [Date]. CHOOSE ONE: [I look forward to working with you on TOPICS of RESEARCH] / OR [Your appointment is intended to allow you time to complete outstanding work from your PhD Research / Postdoc.] During your appointment, you are expected to adhere to all Harvard University rules and requirements.

This appointment is unpaid and does not qualify for visa sponsorship or benefits.

As a member of the Harvard community, you will have access to library and computer facilities, and you can purchase a membership for the Harvard recreational facilities.

All Harvard community members must comply with the University’s health and safety guidelines and protocols, including but not limited to those related to COVID-19, such as any testing, masking, or distancing requirements that may be in place at any given time or place. Additionally, the University requires all Harvard community members to be fully vaccinated against COVID-19, remain up to date with required COVID-19 vaccine boosters, and to report their vaccination status via the Harvard University Health Services portal, as detailed in [Harvard’s Vaccine & Booster Requirements](https://www.harvard.edu/coronavirus/covid-19-vaccine-information/). You may claim exemption from the vaccination requirement for medical or religious reasons. Note that unvaccinated individuals may be subject to additional public health measures (e.g., more frequent testing, more stringent masking, etc.) above and beyond what may be required of vaccinated individuals. More information regarding the University’s COVID vaccination requirement and exemptions is available on the University’s “COVID-19 Vaccine Information” webpage: [http://www.harvard.edu/coronavirus/covid-19-vaccine-information/.](http://www.harvard.edu/coronavirus/covid-19-vaccine-information/)

[IF APPLICABLE, DESCRIBE SPACE ARRANGEMENTS. E.g., “I will provide office/lab space for the duration of your visit.” OR “Unfortunately, due to lack of space, I cannot guarantee you a desk/lab space for the duration of your visit.”]

This appointment is eligible for renewal. Individuals may ordinarily hold an Associate appointment for 12-months terms, up to five years, with the possibility of renewal upon satisfactory review.

If you accept this appointment, please review and submit an electronic PDF of a signed hard copy of the [Harvard University Visitor Participation Agreement (VPA)](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager. The VPA is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.

Please also submit an electronic PDF of a signed hard copy of the [Acknowledgement of Risk and Release for Non-Harvard Personnel Using Harvard Research and Instructional Laboratory Facilities form](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager before your start date.

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/).

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](mailto:mataylor@seas.harvard.edu)) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

signature

Faculty Member

Title

cc: Academic Appointments Manager