Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am delighted to offer you a full time appointment as a [Research Scientist / Senior Research Scientist] in in the Harvard John A. Paulson School of Engineering and Applied Sciences. Your appointment, which is for a term of five years, will begin on [DATE] and end on [DATE]. This appointment is conditional on funding and institutional review.

This is a paid, full-time, benefits-eligible position. You will receive an annual salary of $ AMOUNT paid to you monthly on the last business day of the month. In future years, your salary will be adjusted annually in accordance with the policies set by the FAS. As a [ Research Scientist / Senior Research Scientist] you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

I look forward to working with you on TOPIC(S) OF RESEARCH / ADDITIONAL DUTIES/RESPONSIBILITIES. Research Scientists & Senior Research Scientists are eligible for co-PI rights. Indicate this privilege if it seems relevant to this researcher.

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, please contact your appointments manager for instructions on how to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

Full-time [CHOOSE ONE: Research Scientists /Senior Research Scientists] 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.

Harvard University continues to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students, as well as the wider community – and as such, 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. Additionally, as detailed on our [COVID-19 Vaccine Requirement Webpage](https://huhs.harvard.edu/covid-19-vaccine-requirement-faqs), the University requires all new faculty and other employees to provide confirmation of primary series COVID-19 vaccination. You can do so via this [vaccination attestation form](https://facultyresources.fas.harvard.edu/sites/hwpi.harvard.edu/files/facultyresources/files/faculty_new_hire_vax_attestation_form.pdf?m=1678205650). You may also claim exemption from the vaccination requirement for medical or religious reasons, also prior to completing the hiring process, by requesting a form from mrecords@huhs.harvard.edu. Please note that completion of the exemption process can take two to three weeks. Unvaccinated individuals who are approved for an exemption may also be subject to additional public health measures. If approved for an exemption, you will be considered in compliance with the University’s requirement. If not approved, we may rescind your offer of employment or terminate your employment, if applicable. Additional information regarding this requirement, exemptions, verification of vaccination status, and other related policies and resources may be found on the University’s [COVID-19 Information Website](https://huhs.harvard.edu/covid-19-information#gsc.tab=0).

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 visa services at all United States embassies and consulates may be delayed or otherwise impacted. 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.

All incoming faculty and researchers at Harvard University will be asked to review and sign an electronic version of the Harvard University Participation Agreement[(https://vpr.harvard.edu/harvard-university-participation-agreement)](http://vpr.harvard.edu/harvard-university-participation-agreement), 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 by the start of your appointment. For information on other FAS and University policies pertaining to your appointment, please see the *FAS Appointment and Promotion Handbook* (<https://academic-appointments.fas.harvard.edu/>).

As you know, this appointment may be renewable for an additional five-year term, contingent on a review of productivity and contributions. Such a review would take place within the first six months of your fifth year. Feedback on performance will be provided on an annual basis.

Information about Harvard’s many cultural and intellectual resources can be found at <https://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 Nora McDonald ([nora@seas.harvard.edu](mailto:mataylor@seas.harvard.edu)) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

[PRINCIPAL INVESTIGATOR,]

cc: Academic Appointments Manager