Letter must be on faculty letterhead

DATE

EMAIL ADDRESS

Dear NAME,

I am delighted to offer you a full-time appointment as a Postdoctoral Fellow 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. As a Postdoctoral Fellow, you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements. This appointment is conditional on funding and institutional review.

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 prep grant proposals.

Ahead of your one-year renewal date, I look forward to discussing your achievements and progress during the first year and to setting objectives for the following year. If it is determined that your performance is not satisfactory, the appointment may be terminated or not renewed 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.]

This will be a paid full-time, benefits-eligible position. You will receive an annual salary of $[SALARY] paid to you in equal installments on the last business day of each month and will be eligible for Harvard University’s subsidized comprehensive medical, dental, vision, and other benefits. Most of the benefit plans require a contribution from participants for coverage. More information on benefits and benefits costs is available on the FAS Office of Postdoctoral Affairs website: <https://postdoc.fas.harvard.edu/harvard-benefits-eligible-postdocs?admin_panel=1>. Please note that you must enroll in benefits within thirty days of the start date of your appointment. 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. Once your completed I-9 has been processed, you will be able to enroll in benefits. More information on completing the I-9 form is also available at <https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19?admin_panel=1>.

Full-time Postdoctoral Fellows are generally entitled to 20 days of vacation per year. 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 FAS Office for Faculty Affairs must receive official confirmation that you have completed all requirements for your doctoral degree prior to your appointment start date.

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.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

Prior to the start date of your appointment, you will also need to 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* (<https://academic-appointments.fas.harvard.edu/>).

The Office for Postdoctoral Affairs website is an excellent source of information for incoming Postdoctoral Fellows: <https://postdoc.fas.harvard.edu/>.

Information about Harvard’s many cultural and intellectual resources can be found at [https://news.harvard.edu/gazette/harvard-events](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) OR Karen Galvez (karengalvez@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager