Letter must be on faculty letterhead

DATE

EMAIL 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 hold outside employment as [JOB TITLE] at [INSTITUTION/COMPANY].

Your appointment will begin on [Date] and end on [Date].  [I look forward to working with you on TOPICS of RESEARCH]. 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.

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.

[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 Nora McDonald (nora@seas.harvard.edu) OR Karen Galvez (karengalvez@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

signature

Faculty Member

Title

cc: Academic Appointments Manager