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 complete outstanding work from your current research appointment OR graduate student appointment [Pick one].

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 if more time is needed to conclude your work. Individuals may ordinarily hold an Associate appointment for up to 12 months during one appointment period, up to five years total in the Associate rank.

If you accept this appointment, please note that the Participation Agreement (PA) you have on file never expires. Instead, it continues to apply whenever you use Harvard-administered resources in your work or participate in an activity that is covered by an agreement between the University and a third party. Please see the language below regarding any new employment:

It will be contingent upon you to mitigate the risk of conflict between your Harvard-related activities and your work for your present employer.  To do so, it is suggested that you explain to your employer:

* that the PA continues to apply to any work:
	+ that you might conduct at Harvard;
	+ that you might conduct through the use of funds, facilities, equipment, materials or space provided by or through Harvard; or
	+ that is within the scope of activities covered by any agreement between Harvard and a third party, of which some common examples include a research sponsorship or collaboration agreement, material transfer agreement or data use agreement;
* that with respect to any such work, you remain obliged to comply with Harvard’s internal policies, including, among other matters, with respect to the publication of research results, and the ownership of data, inventions, software, databases and unpatented materials; *BUT*
* any conflict between the your obligations to Harvard and your present employer can be avoided if (1) your activities at or for the two organizations are conceptually distinct from each other *and* (2) if no information, materials, equipment, funds or other resources of Harvard are used in activities conducted for the your present employer.

It is then up to your present employer to decide whether that organization will allow your proposed visit or use of Harvard-administered resources to take place, in view of Harvard’s established rights, and, if so, the scope of activities in which you might be permitted to engage.

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/).

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