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 volunteer 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. Your appointment is intended to facilitate your own research, which will focus on [BRIEF DESCRIPTION]. This appointment is unpaid and does not qualify for visa sponsorship or benefits.

By accepting this appointment, you are attesting that you hold a full-time paid position elsewhere and that you are taking on this volunteer role to pursue your own research interests. You are expected to notify the department immediately if there are any changes in your outside employment. Please note that the Associate position is a voluntary, unpaid role. This means you are not an employee of Harvard, will not receive employment benefits, and you have no expectations of such benefits associated with this role. You acknowledge you have freely accepted this role without any pressure or coercion.

As a Harvard volunteer, you are not eligible for Harvard's health, disability, or life insurance programs, and you are not eligible for workers’ compensation in the event of an injury. Should you be injured while volunteering in this role, you would be responsible for any resulting expenses. Harvard is unable to provide compensation for injuries, lost time from school or work, or for any other reason, and by accepting this role, you agree not to seek compensation from Harvard or its employees. Finally, by accepting this appointment, you confirm that you have your own health insurance coverage in place.

[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.”]

The appointment is eligible for renewal. Individuals may ordinarily hold an Associate appointment for 12-month terms, 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/).

Information about Harvard’s many cultural and intellectual resources can be found in the [Gazette](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,

signature

Faculty Member

Title

cc: Academic Appointments Manager