Letter must be on faculty letterhead

DATE

EMAIL ADDRESS

Dear NAME,

I am delighted to offer you a full-time appointment as a 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 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 your arrival and work on [TOPIC(S) OF RESEARCH]. Due to the importance of in-person mentoring with their faculty sponsor and having the opportunity to interact with colleagues and researchers within their department, it is expected that fellows work on campus.

Your progress on your research will be evaluated ahead of your renewal date. Reappointment may be possible and individuals may hold a Fellow appointment for a maximum of three consecutive years. If you do not follow Harvard University policy or fail to meet expectations of Fellows, the appointment may be terminated before the appointment end date or not be renewed.

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. With this appointment, you are represented by the Harvard Academic Workers (HAW) - UAW for purposes of collective bargaining and matters affecting your compensation and working conditions. You will receive an annual salary of $[SALARY] paid to you in equal installments bi-weekly. However, the University and the HAW-UAW are presently in negotiations for salary increases for academic year 2025-2026. As a result of those negotiations, and following the conclusion of those negotiations, your salary may increase for academic year 2025-2026.

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*.

Full-time Fellows are allowed 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. [Please visit this website](https://academic-appointments.fas.harvard.edu/h-family-leave-policy-postdoctoral-fellows-and-research-associates) for more information on paid time off policies.

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.

In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States. Prior to your starting work, you must complete a United States Citizenship and Immigration Services (USCIS) Form I-9 that Harvard is required to keep on file for all employees. Instructions on how to complete this form will be emailed to you. Once your completed I-9 has been processed, you will be able to enroll in benefits.

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, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions.  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.

Prior to the start date of your appointment, you will also need to sign 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. Please return this signed document to your Academic Appointments Manager.

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 at <http://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 SEAS Office for Faculty Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager