Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am very pleased to inform you of your appointment as a [Research Scientist / Senior Research Scientist] in the Harvard John A. Paulson School of Engineering and Applied Sciences. This appointment is based on your valuable research contributions and leadership in my group.

Your appointment, which is contingent on funding and is for a term of five years, will begin on [DATE] and end on [DATE]. As a [ Research Scientist / Senior Research Scientist] you will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

This is 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. Your full-time (12-month) base salary will be $[SALARY], paid to you in equal installments bi-weekly. In future years, your salary will be adjusted annually in accordance with the policies set by the FAS. 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 continue to work on TOPIC(S) OF RESEARCH – please detail the topics and scope of research and reference relevant grant projects as applicable. Research Scientists & Senior Research Scientists are eligible for co-PI rights. Indicate this privilege if it seems relevant to this researcher.

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 [Research Scientists / Senior Research Scientists] work on campus.

[Research Scientists / Senior Research Scientists] are benefits eligible employees of Harvard University. You will continue to 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.

Full-time [CHOOSE ONE: Research Scientists /Senior Research Scientists] are entitled to 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.

As you know, this appointment may be renewable for an additional five-year term, contingent on a review of productivity and contributions. Such a review would take place within the first six months of your fifth year. Feedback on performance will be provided on an annual basis.

Harvard is committed to building an inclusive community where people from all backgrounds feel welcomed and valued. We expect members of our community to treat everyone with respect, not engage in harassment of any kind (e.g., see <https://academic-appointments.fas.harvard.edu/f-sexual-harassment-and-unprofessional-conduct>), and behave professionally with students and colleagues, both on campus and off (including refraining from any one-on-one activities with undergraduates in which alcohol is involved).

INTERNATIONAL: If applicable, please work with your Academic Appointments Manager regarding your visa extension.

Please let me know if you have any questions about this position. I very much look forward to continuing to work with you.

 Sincerely,

 [PRINCIPAL INVESTIGATOR,]

cc: Academic Appointments Manager