Letter must be on faculty letterhead

ADDRESS

DATE

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. You will receive an annual salary of $ AMOUNT paid to you monthly on the last business day of the month. As a Fellow, you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

I look forward to working with you on TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES.

Ahead of your one-year renewal date I look forward to a discussion of your achievements and progress during the first year and to working to set objectives for the following year.

Additional relevant information for the position, such as office/desk space, research allowance, travel allowance, Institute or Center affiliations and resources, etc.

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*. As you must first complete your I-9 form in person, on Harvard’s campus, please contact your Academic Appointments Manager as soon as possible, to arrange a visit to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

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.

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.

In accordance with the Immigration Reform and Control Act, all new employees must provide documentation of eligibility to work in the United States, whether or not they are American citizens. 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, along with state and federal tax exemption forms, and an emergency notification form. You will be expected to provide employment verification documentation such as a valid passport, or a picture I.D. plus a Social Security card or validated birth certificate. Harvard cannot employ you without this documentation.

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 Mary Taylor (mataylor@seas.harvard.edu) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the SEAS Office for Faculty Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager