Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am delighted to offer you a full-time appointment as a Postdoctoral Fellow in the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS) from DATE through DATE with the possibility of renewal by mutual agreement. As a Postdoctoral Fellow, you will be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

PAID A STIPEND: Your [SPECIFY ONE: full-time/part-time] position will be funded from your fellowship from [FUNDER NAME] / ORYou will receive an annual stipend of $[AMOUNT], paid through [Harvard University/FUNDER NAME].

UNPAID: I will cover your research costs while you are visiting my group, but you will be responsible for covering your living expenses, as I cannot provide you with a stipend.

Your appointment is not benefits-eligible. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents. 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.

I look forward to working with you on TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES. Consider including some or all of the following, and adapt to your group’s use: In addition to your research, we expect you to participate in international conferences and publish conference and journal papers, to propose new directions and projects and assist in preparing research proposals, and to supervise and interact with graduate and undergraduate students. You may also have opportunities to assist with courses and to prep grant proposals.

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. If it is determined that your performance is not satisfactory, the appointment may be terminated before the appointment end date.

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

If you received or will receive your doctoral degree within one year of your appointment start date, please note that the Harvard SEAS Office for Faculty Affairs must receive official confirmation that you have completed all requirements for your doctoral degree prior to your appointment start date.

If you accept this appointment, please review and sign an electronic version of 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.

UNPAID: 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 arrival on campus. 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/).

INTERNATIONAL: The Harvard International Office (HIO) helps individuals secure status in which to work at Harvard. If you need such assistance, and as the regulations permit, the HIO (<http://www.hio.harvard.edu/contact-us>) will assist you in the process of obtaining temporary visa status. We are obligated to mention, however, that any appointment at Harvard is contingent upon obtaining appropriate visa status and that the government is the final arbiter of all immigration-related cases.

If there is an unavoidable delay in securing your visa, your appointment dates may be adjusted by mutual agreement. For information about health insurance coverage for your visit, see the following Harvard International Office page: <http://hio.harvard.edu/health-care-scholars>. If you are coming to Harvard on a J-1 visa, the terms of your visa require you to purchase a minimum level of health insurance coverage. For details on this requirement, please see: <http://hio.harvard.edu/j-visa-regulations-regarding-health-insurance-requirements>.

The Office for Postdoctoral Affairs website is an excellent source of information for incoming Postdoctoral Fellows: <http://www.postdoc.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 Mary Taylor (mataylor@seas.harvard.edu) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager