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.

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].

It is the School’s expectation, based on current public health information, that the campus will be open this fall, and that your workplace will be our Cambridge/Boston campus. However, due to the COVID-19 pandemic, you may need to begin your appointment remotely. We will, of course, keep you updated as we know more, and we look forward to welcoming you to campus as soon as is feasible.

All Harvard community members who have an on-campus presence must comply with the University’s health and safety guidelines and protocols. Additionally, Harvard will require COVID vaccination for all Harvard community members who will have any on-campus presence. By July 15, 2021 or your start date, whichever is later, and once your system access is active, you must submit proof that you have been fully vaccinated. If you have only been partially vaccinated by that time, you will be considered in compliance with the vaccination requirement if you submit proof of your partial vaccination on or before the deadline and then receive and submit proof of your subsequent vaccination in a timely manner. You may claim exemption from the vaccine requirement for medical or religious reasons. To submit your proof of vaccination or obtain more information about how to claim an exemption to this requirement, visit the University’s “Verify Your Vaccination” webpage: <https://www.harvard.edu/coronavirus/verify-your-vaccination/>. To ensure the appropriate level of confidentiality, use only the methods outlined on the “Verify Your Vaccination” webpage to submit your proof of vaccination or claim an exemption. More information regarding the University’s COVID vaccination requirement and exceptions may be found at the University’s “COVID-19 Vaccine Information” webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.”

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: 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, we note that as a result of the COVID-19 virus pandemic, the United States Department of State has temporarily suspended routine visa services at some United States Embassies and Consulates, and it is not clear when these services will resume, and when they do, how visa applications will be prioritized. 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 stipend specified for the appointment.

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