Letter must be on faculty letterhead

DATE

ADDRESS

Dear NAME,

I am delighted to offer you an appointment as an Associate of the Harvard John A. Paulson School of Engineering and Applied Sciences from DATE through DATE. I look forward to working with you on TOPIC(S) OF RESEARCH.

I will cover the costs of your research while you are visiting the group, and it is my understanding that COMPANY/INSTITUTE will be providing your salary and benefits as this appointment is not benefits-eligible.

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.

If you will be on campus, please note that 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/>.”

If you accept this appointment, please review and submit an electronic PDF of a signed hard copy of the [Harvard University Visitor Participation Agreement (VPA)](https://seas.harvard.edu/office-faculty-affairs/research-appointments/forms-appointees) to your Academic Appointments Manager. The VPA is designed to help carry out the Harvard University Intellectual Property Policy and other research policies.

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/).

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](mailto:mataylor@seas.harvard.edu)) OR Brandon Tilghman (btilghman@seas.harvard.edu) in the Harvard SEAS Office for Faculty Affairs.

Sincerely,

signature

Faculty Member

Title

cc: Academic Appointments Manager