## 15AA. SAMPLE RESEARCH ASSOCIATE OFFER LETTER

<<Date>>

<<FirstName>> <<LastName>>

<<Title>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear «Name»,

This letter confirms your academic appointment as a research associate in the [DEPARTMENT NAME/CENTER NAME] at Harvard University from [DATE] through [DATE]. You will be under the direct supervision of [P.I. NAME] and will be expected to adhere to all Harvard University rules and requirements.

This appointment is conditional on funding and institutional review. 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 visa services at all United States embassies and consulates may be delayed or otherwise impacted. 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 salary specified for the appointment.

This appointment may be renewed annually, with reappointments dependent on continued funding and satisfactory performance, with reviews according to the policies of the FAS. Reappointment beyond five years is not possible in this position. During the duration of your appointment, feedback on performance will be provided on an annual basis. If it is determined that your performance is not satisfactory, the appointment may be terminated before the appointment end date.

This will be a paid, [SPECIFY ONE: full-time/part-time], benefits-eligible position. You will receive $[SALARY] during the initial appointment period, paid to you on the last business day of the month and will be eligible for Harvard University’s subsidized, comprehensive medical, dental, and vision health insurance benefits. Most of the benefit plans require a contribution from participants for coverage. More information on benefits costs is available at: <https://hr.harvard.edu/plan-rates-features>[.](http://hr.harvard.edu/files/humanresources/files/2015healthplanratechart_facultyandnon-unionstaff.pdf) 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, please contact [CONTACT NAME] at [PHONE NUMBER] or [EMAIL ADDRESS] for instructions on how to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits. More information on completing the I-9 form is also available at <https://oc.finance.harvard.edu/guidance-regarding-i9-collection-during-covid19?admin_panel=1>.

Harvard University continues to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students, as well as the wider community – and as such, Harvard community members must comply with the University’s health and safety guidelines and protocols including but not limited to those related to COVID-19. Additionally, as detailed on our [COVID-19 Vaccine Requirement Webpage](https://huhs.harvard.edu/covid-19-vaccine-requirement-faqs), the University requires all new faculty and other employees to provide confirmation of primary series COVID-19 vaccination. You can do so via a [vaccine attestation form](https://facultyresources.fas.harvard.edu/sites/hwpi.harvard.edu/files/facultyresources/files/faculty_new_hire_vax_attestation_form.pdf?m=1678205650). You may also claim exemption from the vaccination requirement for medical or religious reasons, also prior to completing the hiring process, by requesting a form from [mrecords@huhs.harvard.edu](mailto:mrecords@huhs.harvard.edu). Please note that completion of the exemption process can take two to three weeks. Unvaccinated individuals who are approved for an exemption may also be subject to additional public health measures. If approved for an exemption, you will be considered in compliance with the University’s requirement. If not approved, we may rescind your offer of employment or terminate your employment, if applicable. Additional information regarding this requirement, exemptions, verification of vaccination status, and other related policies and resources may be found on the University’s [COVID-19 Information Website](https://huhs.harvard.edu/covid-19-information#gsc.tab=0).

All incoming faculty and researchers at Harvard University will be asked to review and sign an electronic version of the Harvard University Participation Agreement [(https://vpr.harvard.edu/harvard-university-participation-agreement)](http://vpr.harvard.edu/harvard-university-participation-agreement), 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 by the start of your appointment. For information on other FAS and University policies pertaining to your appointment, please see the *FAS Appointment and Promotion Handbook* (<https://academic-appointments.fas.harvard.edu/>).

Full-time Research Associates 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.

The Office for Postdoctoral Affairs website is an excellent source of information for incoming Postdoctoral Fellows and Research Associates: <https://postdoc.fas.harvard.edu/>. Information about Harvard’s many cultural and intellectual resources can be found at [https://news.harvard.edu/gazette/harvard-events](https://news.harvard.edu/gazette/harvard-events/).

Your work on [SUBJECT] in collaboration with Professor [NAME] is important and timely research. Formalities aside, we are enthusiastic about having you join our lab and are looking forward to working with you. Please contact [NAME OF LAB/DEPARTMENT ADMINISTRATOR] if you have any questions regarding the terms of your appointment.

Sincerely,

[NAME]

[TITLE]

Department of [DEPARTMENT NAME]