**15HH. SAMPLE RESEARCH SCIENTIST/SCHOLAR OR SENIOR RESEARCH SCIENTIST/SCHOLAR OFFER LETTER**

<<Date>>

<<FirstName>><<LastName>>

<<Title>>

<<Address>>

<<University>>

<<City>><<State>>

<<Postal Code>>

<<Country>>

Dear Professor <<LastName>>,

 I am delighted at the prospect of your joining Harvard’s Faculty of Arts and Sciences (FAS) as a [CHOOSE ONE: Research/Senior Research] [CHOOSE ONE: Scientist/Scholar] in [DEPARTMENT NAME]. Your appointment, which is for a term of five years, will begin on [DATE] and end on [DATE].

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 is a paid, [SPECIFY ONE: full-time/part-time], benefits-eligible position. Your full-time (12-month) base salary will be $[SALARY], paid to you on the last business day of the month. In future years, your salary will be adjusted annually in accordance with the policies set by the FAS.

 [CHOOSE ONE: Research/Senior Research] [CHOOSE ONE: Scientists/Scholars] are eligible for subsidized, comprehensive benefits at Harvard, including medical insurance, dental insurance, disability and life insurance coverage, as well as contributions toward retirement. 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>. 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>.

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. 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/>). Harvard is committed to building an inclusive community where people from all backgrounds feel welcomed and valued. We expect members of our community to treat everyone with respect, not engage in harassment of any kind (e.g., see <https://academic-appointments.fas.harvard.edu/f-sexual-harassment-and-unprofessional-conduct>), and behave professionally with students and colleagues, both on campus and off (including refraining from any one-on-one activities with undergraduates in which alcohol is involved).

Full-time  [CHOOSE ONE: Research/Senior Research]  [CHOOSE ONE: Scientists/Scholars] 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.

As you know, this appointment may be renewable for an additional five-year term, contingent on a review of productivity and contributions. Such a review would take place within the first six months of your fifth year. Feedback on performance will be provided on an annual basis.

Along with my colleagues, I look forward to your joining us in the fall. Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. Please formally respond to this letter at your convenience. If you have any questions, feel free to contact me at [PHONE NUMBER] or [EMAIL ADDRESS], or [NAME OF DEPARTMENT ADMINISTRATOR], the Department Administrator. I look forward to hearing from you soon.

 Sincerely,

 [PRINCIPAL INVESTIGATOR, OR EQUIVALENT]

cc: [ASSISTANT DEAN]

 [DEPARTMENT ADMINISTRATOR]