## SAMPLE VISITING PROFESSOR OFFER LETTER

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear Professor «LastName»,

The Department of [DEPARTMENT NAME] at Harvard University would like to offer you an appointment as Visiting [Assistant/Associate] Professor of [DISCIPLINE] for the 20[XX]-20[XX] academic year. Your [SPECIFY ONE: full-time/part-time] appointment will begin on [DATE] and end on [DATE]. The academic calendar, which lists important dates and deadlines, can be found at <https://registrar.fas.harvard.edu/ten-year-calendar>. Please note that faculty are expected to be available through the final examination period. If you accept our offer, you will be participating in undergraduate [and graduate] instruction, offering [NUMBER] courses in the department at a salary of $[XX,XXX], paid to you on the last business day of the month. We also expect that you will be involved in advising and other academic activities at the graduate and undergraduate level and will take an active part in the life of the department.

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.

You will also be eligible for subsidized, comprehensive benefits at Harvard. 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] as soon as possible, 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>. Please note that we will be happy to reimburse you for the cost of [relocation/travel expenses/a round-trip economy-class airfare] to Boston up to $[X,XXX] (before tax withholding), based upon receipts.

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).

We very much hope that you will be able to accept this invitation. Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. Please let us know your decision at your earliest convenience. If you accept this appointment, please review and submit, by the start of your appointment, an electronic PDF of a signed hard copy of the Harvard University Visitor Participation Agreement, which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies:

[FOR VISITORS FROM FOR-PROFIT ORGANIZATIONS (U.S. AND FOREIGN), INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_visitors_from_for-profit_organizations_final_11-7-2014.pdf>. FOR VISITORS FROM FOREIGN NON-PROFIT INSTITUTIONS OR WHO ARE UNAFFILIATED WITH ANY UNIVERSITY, RESEARCH INSTITUTION, HOSPITAL, COMPANY OR OTHER ORGANIZATION, I.E., ARE SELF-EMPLOYED OR UNEMPLOYED, INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_unaffiliated_individuals_and_visitors_from_foreign_non-profits_final_11-7-14.pdf>. FOR VISITORS FROM U.S. NON-PROFIT AND GOVERNMENTAL INSTITUTIONS OTHER THAN HARVARD-AFFILIATED MEDICAL CENTERS, INSERT: <http://files.vpr.harvard.edu/files/vpr-documents/files/visitor_pa_for_visitors_from_us_non-profit_and_govt_institutions_other_than_harvard_amcs_final_11-7-14.pdf>. Note: Visitors from M.I.T. are not required to submit a VPA form, with the exception of M.I.T. undergraduates, who must submit a VPA form. [IF THE INDIVIDUAL IS WORKING IN A HARVARD LABORATORY AND IS NOT RECEIVING ANY FORM OF PAYMENT FROM HARVARD: “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 (<http://files.vpr.harvard.edu/files/vpr-documents/files/acknowledgement_of_risk_and_release_form_12_2014.pdf>), 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/>). Please note that visiting appointments are annual, ordinarily limited to a maximum of three years within a ten-year period, whether full- or part-time. The three years need not be consecutive. [INCLUDE IF INDIVIDUAL HAS REACHED END OF ELIGIBILITY: “Accordingly, academic year 20[XX]-20[XX] will be your final year as a Visiting [Assistant/Associate] Professor in the FAS.”] The title is held only for the term in which you are teaching.

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).

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,

Chair, Department of [DEPARTMENT NAME]

cc: [ASSISTANT DEAN]

[DEPARTMENT ADMINISTRATOR]