## SAMPLE ASSOCIATE OFFER LETTER

<<Date>>

<<FirstName>><<LastName>>

<<Address>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear <<NAME>>,

I am delighted to offer you an Associate appointment in the [DEPARTMENT NAME/CENTER NAME in Harvard’s Faculty of Arts and Sciences, while you continue to hold outside employment as [JOB TITLE] at [INSTITUTION/COMPANY].

Your appointment will begin on [DATE] and end on [DATE]. Your appointment is intended to [CHOOSE ONE: “facilitate work with faculty in (AREA)], in particular with Professor[s] [NAME(S)]” OR, for bridge appointments for graduate students or postdocs: “allow you (TIME PERIOD - normally not more than 6-12 months) to complete outstanding work from your (CHOOSE ONE: graduate school research/postdoc).”] [FOR NEW APPOINTMENTS ONLY, NOT FOR BRIDGE APPOINTMENTS: “The research will focus on [BRIEF DESCRIPTION].” During your appointment, you are expected to adhere to all Harvard University rules and requirements.

This appointment is unpaid and does not qualify for visa sponsorship or benefits.

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).

[IF APPLICABLE, DESCRIBE SPACE ARRANGEMENTS. E.g., “The department will provide office/lab space for the duration of your visit.” OR “Unfortunately, due to lack of space, I cannot guarantee you a desk/lab space for the duration of your visit.”]

[IF THE POSITION MAY BE RENEWED: “The appointment is eligible for renewal. Individuals may ordinarily hold an Associate appointment for 12-months terms, up to five years, with the possibility of renewal upon satisfactory review.”]

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/>).

Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. We look forward to seeing you here.

With best wishes,

[NAME]

Chair, Department of [DEPARTMENT NAME]