## SAMPLE PRECEPTOR OFFER LETTER: MULTI-YEAR APPOINTMENT, FOLLOWING A SUCCESSFUL REVIEW

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear «Name»,

It gives me great pleasure to provide this offer of reappointment as Preceptor in [FIELD] in the Department of [DEPARTMENT NAME] at Harvard University for a term of five years, from [DATE] to [DATE]. Throughout the past [NUMBER] of years, you have been an outstanding addition to [DEPARTMENT], and we look forward to continuing to work with you in the years ahead.

As we have discussed, you will be teaching [COURSES]. This is a [SPECIFY ONE: full-time/part-time] position. Your salary for the 20[XX]-20[XX] academic year will be $[XX,XXX], paid to you on the last business day of the month. [INSERT, IF APPLICABLE: “Your salary, which is for [INSERT NUMBER] months of work, will be paid out over [INSERT NUMBER] months. The expectation is that you will accord the Department your primary professional commitment during [INSERT NUMBER] months.”]

You will continue your eligibility 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>[.](http://hr.harvard.edu/files/humanresources/files/2015healthplanratechart_facultyandnon-unionstaff.pdf) Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. 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).

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.

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.

I also want to provide feedback on your performance as assessed in the formal review of your work the department undertook this year. I appreciate your contributions to our curriculum, especially [….] Perhaps the most noteworthy aspect of your teaching has been [….] Students found [….] In the coming year, it will be important that you improve [….] I would be glad to talk with you about your performance at any time.

We will continue to assess your performance on an ongoing basis. If it is determined that your performance is not satisfactory, the appointment may be terminated without notice. As you know, the Faculty of Arts and Sciences limits the number of years an individual can hold non-ladder teaching appointments to eight years. Thus, at the conclusion of your appointment on [DATE], you will no longer be eligible to hold FAS non-ladder teaching positions, including those of Preceptor, Lecturer, College Fellow, and/or Teaching Assistant.

Once again, let me say how pleased I am about your reappointment. We look forward to our continued work together.

Sincerely,

Chair, Department of [DEPARTMENT NAME]

cc: [ASSISTANT DEAN]

[DEPARTMENT ADMINISTRATOR]