## SAMPLE LECTURER OFFER LETTER: ANNUAL APPOINTMENT

[REMOVE FROM FINAL LETTER: Template Version: 2/26/24]

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear «Name»,

I am delighted to put in writing our offer to you to join us as Lecturer on [SUBJECT] in the Department of [DEPARTMENT NAME] at Harvard University, for the fall term of the 20[XX]-20[XX] academic year, to teach [NUMBER] courses in [FIELD]. Your 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 members are expected to be available through the final examination period.

This is a [SPECIFY ONE: full-time/part-time] position. Our understanding is that you will teach [X undergraduate lecture courses] on [SUBJECT] and [a junior seminar] on [SUBJECT]. This represents [XXX] of an annual FTE. We assume that you will also be willing to consult informally with our graduate students about a variety of topics, to read their proposals and occasional chapters, to share your insights and suggestions with them, and to take part in the Ph.D. oral exam process if needed. We also would like you to evaluate up to three undergraduate senior honors theses, and we may call upon you, if needed, to advise up to two undergraduate theses. [DUTIES CAN BE EDITED TO FIT NEEDS.]

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, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions. 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.

Your compensation for this position will be $[XX,XXX], paid to you in equal installments on the last business day of each month. This is based on a full-time equivalent salary of $[YY,YYY]. [INCLUDE IF RELEVANT FOR FULL-TIME APPOINTMENTS: “The expectation is that you will accord the Department your primary professional commitment during [INSERT NUMBER] months.”] 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>.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

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://research.harvard.edu/research-policies-compliance/participation-agreements-and-visitor-participation-agreements/>), 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. In addition, please note that individuals may hold a total of 3.0 annual lecturer FTEs in the Faculty of Arts and Sciences (FAS). Prior to this appointment, your annual lecturer FTEs totaled [XX]. [INCLUDE IF INDIVIDUAL HAS REACHED END OF ELIGIBILITY: “Accordingly, academic year 20[XX]-20[XX] will be your final year as a Lecturer in the FAS.”] For information on this and 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).

[To be included, except for one-year or one-term appointments where reappointment is not intended or when the instructor has reached the end of his/her/their lecturer eligibility: “As you know, this is a one-year appointment. Renewal may be possible, contingent upon your performance, enrollments, curricular need, position availability, and the authorization of the divisional dean. Evaluations take into account student evaluations and collegial relations and may include class visits and/or videotaping.”] Desirable qualities in a Lecturer are excellence in classroom teaching, readiness to contribute to the courses through materials preparation and assistance to graduate students, accessibility to students who need extra help, and a willingness to learn new approaches and techniques and to work on any areas that might need improvement. [NAME] will be happy to speak with you at any time about your performance. If it is determined that your performance is not satisfactory, the appointment may be terminated without notice.

We would like you to participate in this year’s orientation for new lecturers, organized by the Faculty of Arts and Sciences’ Office for Faculty Affairs (OFA) and currently scheduled for [DATE]. OFA will be in touch with more details and a formal invitation.

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,

Chair, Department of [DEPARTMENT NAME]

cc: [ASSISTANT DEAN]

[DEPARTMENT ADMINISTRATOR]