## T. SAMPLE DEPENDENT LECTURER OFFER LETTER

[REMOVE FROM FINAL LETTER: Template Version: 7/1/23]

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear «Name»,

I am pleased to offer you a position as a Lecturer on [SUBJECT] in the Department of [DEPARTMENT NAME] at Harvard University. This [paid/unpaid] appointment, which is part-time, is concomitant with and dependent upon your position as [INSERT NAME OF ADMINISTRATIVE POSITION]. 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.

Our understanding is that you will teach [X undergraduate courses] on [SUBJECT]. Duties related to this position include [DESCRIBE ANY RELATED DUTIES, e.g., consulting informally with graduate students, taking part in the Ph.D. oral exam process if needed, advising undergraduate theses.]

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.

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.

[INSERT, IF NEEDED: “My understanding is that you will [FOR APPOINTEES NEW/NOT NEW TO HARVARD: ‘be eligible for’/ ‘continue to be eligible for’] subsidized, comprehensive benefits at Harvard, through your [INSERT NAME OF ADMINISTRATIVE POSITION UPON WHICH THE LECTURESHIP IS DEPENDENT]. 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>.”]

This is a [“one-year”/“one-term”] appointment. Reappointment may be possible, contingent upon your continued position as [INSERT ADMINISTRATIVE POSITION UPON WHICH THE LECTURESHIP IS DEPENDENT], your performance as a lecturer, the continuing need for the position in the department, and the authorization of the divisional dean. Renewal is not automatic; 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.

Along with my colleagues, I look forward to your joining us in the fall. 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). 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 (this may be done via e-mail, at [INSERT EMAIL ADDRESS]). 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]