## SAMPLE PRECEPTOR OFFER LETTER: MULTI-YEAR APPOINTMENT

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

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear «Name»,

It gives me great pleasure to invite you to join the Department of [DEPARTMENT NAME] at Harvard University as a Preceptor in [FIELD], effective on [DATE]. You are an outstanding candidate for this position, and we are delighted that you are interested in joining our department. As you know, this is a three-year position, with the second two years contingent upon a successful performance review after your first semester of teaching. 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. As we have discussed, you will be teaching [COURSES]. This is a [SPECIFY ONE: full-time/part-time] position.

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.

This position follows a prescribed salary scale with a first step of $[XX,XXX] per annum, paid to you in equal installments on the last business day of each 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 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 be appointed as a Preceptor, Lecturer, College Fellow, and/or Teaching Assistant in the FAS for a combined total of eight years. Academic year 20[XX]-20[XX] will be your [NUMBER] year in one or more of these positions. 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).

Reappointment, for multi-year preceptor positions, is not automatic or guaranteed. It is contingent on a successful performance review during the third year and is subject to enrollments, curricular need, position availability, and the authorization of the divisional dean. Both the first-year review and the third-year review take into account student evaluations and collegial relations and may include class visits and/or videotaping. Multi-year preceptors are assessed based on 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 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. In addition to the first-year review and third-year review, the department will assess your performance throughout the term of your appointment. 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 preceptors, 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.

[If applicable: “We would also like you to participate in this year’s orientation for new language instructors, which typically begins on [DATE OR GENERAL TIMING] and [INFORMATION ON ORIENTATION]. [NAME] will send you on [DATE OR GENERAL TIMING] a schedule of the orientation activities, placement exams, and course meetings.”]

Once again, let me say how pleased I am to be making you this offer. Information about Harvard’s many cultural and intellectual resources can be found at <https://news.harvard.edu/gazette/harvard-events/>. We very much hope you will accept this offer and join us for next year. Please formally respond to this letter at your convenience.

Sincerely,

Chair, Department of [DEPARTMENT NAME]

cc: [ASSISTANT DEAN]

[DEPARTMENT ADMINISTRATOR]