## Sample\_Offer Letter\_College Fellow\_NO07

[REMOVE FROM FINAL LETTER: Template Version: 7/1/24]

<<Date>>

«MrMrsDr» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State» «PostalCode»

«Country»

Dear «Name»,

I am delighted to formally set out the arrangements for your appointment as a College Fellow in the Department of [DEPARTMENT NAME] at Harvard University for the 20[XX]-20[XX] academic year. We very much look forward to your involvement in the College Fellows Program.

Your appointment is full-time for the academic year, from [“July” OR “August”] 1, 20[XX] to June 30, 20[XX] [INSERT, IF APPROPRIATE: “, and is not subject to renewal”]. The academic calendar, which lists important dates and deadlines, can be found at <https://registrar.fas.harvard.edu/ten-year-calendar>. Please note that you are expected to be available through the final examination period of each term. Information about teaching at the Faculty of Arts and Sciences can be found at [https://teaching.fas.harvard.edu](https://teaching.fas.harvard.edu/).

Your full-time base salary for academic year 20[XX]-20[XX] will be $[XX,XXX], paid to you in equal installments on the last business day of each month, plus benefits. Your salary, which is for [INSERT NUMBER] months of work, will be paid out over [INSERT NUMBER] months. The Faculty of Arts and Sciences provides each College Fellow with $3,000 in research funds. Please contact [DEPARTMENTAL CONTACT NAME] at [EMAIL ADDRESS] or [PHONE NUMBER] to access these funds.

Our understanding is that you will teach three courses (or equivalent) during this appointment [AND, IF APPLICABLE, DESCRIPTION OF COURSES], while having ample time to pursue your own research. We assume that you will also be willing to consult informally with our undergraduate and graduate students about a variety of topics, to read their papers, proposals, and occasional chapters, and to share your insights and suggestions with them. [DUTIES SHOULD BE CUSTOMIZED TO SPECIFIC JOB DESCRIPTIONS IN EACH DEPARTMENT.]

You will also have opportunities for mentoring on both pedagogy and career development. I will match you with a senior faculty mentor [OR “with Professor (NAME),”] who will take a special interest in advising you with regard to research and University activities. We hope this mentoring relationship will be a helpful resource in your professional development.

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

As a College Fellow, you will be invited to attend an orientation organized and hosted jointly by the FAS Office for Faculty Affairs and the Derek Bok Center for Teaching and Learning. The orientation, held in August, is designed to ease the transition to Harvard by providing an introduction to the FAS and the University, while also giving you access to information and a host of pedagogical resources as you begin your teaching at Harvard. We strongly encourage you to attend the orientation, as it will provide a solid foundation for your work in the year ahead. Throughout the academic year, there will be additional events and opportunities to collaborate and network with other Fellows in the College Fellows Program.

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, instructions on how to complete this form online will be emailed to you. If you have not received these instructions, please contact [CONTACT NAME], at [PHONE NUMBER] or [EMAIL ADDRESS] as soon as possible to send the 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/electronic-i-9-new-hires-Section-2-centralization>. 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. 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).

If you have any questions about this offer, feel free to contact me at [PHONE NUMBER] or [EMAIL ADDRESS], or [NAME OF DEPARTMENT ADMINISTRATOR], the Department Administrator.

I and my colleagues look forward to working with you in the Department of [DEPARTMENT NAME]. We are confident that the Department’s lively intellectual environment will be stimulating to your intellectual and professional growth. In addition, 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. I hope to hear from you, if possible, by [DATE].

Sincerely,

Chair, Department of [DEPARTMENT NAME]

cc: [ASSISTANT DEAN]

[DEPARTMENT ADMINISTRATOR]