Appendix A: Individually Sponsored HSR Role Types

Unless otherwise noted, the maximum term and renewal lengths for individually sponsored HSR roles is one year and the HSR role information will be set to restricted and will not appear in Harvard directories. The Assurance Tiers indicated below align with the risk levels for Harvard Systems outlined in the Information Security Policy, e.g., HSR roles in the Medium Assurance Tier may be granted access to Low- or Medium-risk systems, but not High-risk systems.

Role Type	Description	Examples	Assurance Tier	Notes
Academic Advisor	An academic advisor to a Harvard student with no other Harvard affiliation	A thesis advisor from outside of Harvard who needs my.harvard access. An advisor for medical school applications who needs access to various systems.	Medium	
Consultant	Someone providing consulting services, either independently or through a firm	A sole-proprietor technology consultant advising Harvard. An employee of a consulting firm engaged on a project at Harvard. An independent contractor approved through HR.	High	It is expected that Consultants have an executed Consulting Agreement and Statement of Work with the sponsoring department. Independent contractors must be approved through HR. Individuals hired through Yoh/Fieldglass should be processed as Contingent Worker HSRs, not Consultant HSRs.
Contingent Worker	A contingent worker hired through Fieldglass/Yoh	A temp from an agency such as Randstad. A contract developer or business analyst from an IT staffing agency. A contract financial analyst from a financial staffing agency.	High	The max term for agency temps in overtime-eligible jobs is 3 months, except for backfills, which may extend to 6 months. All Contingent Worker HSRs are approved through Harvard HR. Directory settings for Contingent Worker HSRs will default to Harvard visible. HSR Sponsors can request to restrict this.
External Administrative Affiliate	An individual from outside Harvard partnering on an administrative initiative or process	A registrar from another school who needs access to my.harvard to assist with managing cross-registration. A member of a board or committee from an external institution.	High	External Administrative Affiliate HSRs are not eligible for Harvard email.
External Core Customer	External customers of shared-use core facilities or fee-for-service research facilities	Customers of the Mouse Behavior Core, MicRoN facility, or Neurobiology Imaging Facility. Users of the Center for Nanoscale Systems or Harvard Center for Biological Imaging.	High	External Core Customers are expected to sign a User Agreement and/ or Memorandum of Understanding (MOU) prior to receiving a HSR role. In addition, if accessing one of Harvard's laboratories and not an employee of one of the 15 teaching hospitals and institutes associated with HMS, Core Customers must sign an Acknowledgement of Risk and Release of claims. Core Customers are not eligible for Harvard email.
Family Member/ Family Support	Family members or support providers for Harvard affiliates who need physical access to Harvard housing or daycare	A spouse or partner of a professor, resident tutor or proctor living in undergraduate housing. A family member of a child enrolled in a campus Child Care Center. HBS Partners. A long-term caregiver or dog walker for a resident in Harvard housing.	Low	The associated Harvard affiliate is required on requests. The initial term length may be up to three years as long as the role end date does not extend beyond the Harvard affiliate's role end date. Family Member/Family Support HSRs are not eligible for Harvard email.

Appendix B: Restricted 65 Role Types

The role types below are restricted in use to the units outlined in the Notes section.

Role Type	Description	Assurance Tier	Notes
AA&D Affiliate	An affiliate of Alumni Affairs & Development requiring access to HarvardKey-protected development systems	High	*For Alumni Affairs & Development (AA&D) use only.* AA&D Affiliate , ⬚are not eligible for an ID card or Harvard email. Role limited to 3 years.
Dependent	Health care dependent (spouse, partner, or adult child) of a Harvard Affiliate who is receiving care at Harvard University Health Services	High	*For Harvard University Health Services (HUHS) use only.* The associated Harvard affiliate is required on requests. Dependent ,⬚ re not eligible for Harvard email.
HMC Employee	An employee of the Harvard Management Corporation (HMC)	High	*For Office of the Controller, Financial Administration Department use only.* HMC Employee ,⬚are not eligible for Harvard email. Role limited to 1 year.
Hospital Administrator	An administrator at a Harvard-affiliated hospital requiring access to Harvard resources. For example, a UGME administrator at BCH who needs access to Tableau reports about medical students rotating at their hospital. A BIDMC employee serving as department administrator for a clinical department who needs access to PeopleSoft hire forms and the HMS faculty search portal.	High	*For Harvard Medical School (HMS), Harvard School of Dental Medicine (HSDM) and Harvard Chan School of Public Health (HSPH) use only.* Hospital Administrator ,⬚are not eligible for an ID card or Harvard email. Role limited to 1 year.
Other	A sponsored affiliation that does not fall into any of the predefined role types	Medium	*For Identity and Access Management Services use only.* Role limited to 1 year.
Overseer	A Member of the Board of Overseers or former Corporation Member	High	*For Office of the Governing Boards use only.* Role end date aligns with Board term.
Partner of Deceased Retiree	The partner of a deceased retired Harvard employee	Low	*For Harvard Human Resources (HHR) use only.* Partner of Deceased Retiree HSRs are not eligible for Harvard email. Role limited to 3 years.
Research Collaborator	Individuals who do not hold a Harvard appointment or employment but who are participating in an active research collaboration with a Harvard-based researcher and have a legitimate and verified business need to access Harvard research space, data or systems to conduct their collaborative research work.	High	*A list of schools that support Research Collaborator roles may be found on the [IAM website](). In all other schools/units, consult with faculty affairs/academic affairs regarding an appropriate appointment type.* Requests must include a signed Visitor Participation Agreement or documentation of an electronically signed Participation Agreement, a signed Acknowledgement of Risk and Release of claims (if accessing one of Harvard's laboratories and not an employee of one of the [15 teaching hospitals and institutes associated with HMS]()) and a signed and counter-signed form or document outlining the scope of work, nature of the collaboration and relationship with Harvard. All Research Collaborator HSRs are approved centrally. Role limited to 1 year.

Appendix C: Departmentally Sponsored HSR Role Types

The role types below are only created through feeds from source systems.

Role Type	Description	Assurance Tier	Notes
Delegate Payer	A delegate set up by a student in my.harvard to view the student account and make payments	Low	Role fed directly from my.harvard. Role end date aligns with affiliated student's role end date. Delegate Payer HSRs are not eligible for any services including ID card or Harvard email.
HLS External Affiliate	Role granted to HLS Full Time Faculty, Visiting Faculty or Lecturer on Law between paid appointments to support ongoing HLS affiliation	High	For Harvard Law School (HLS) use only. Role fed by the HLS Faculty Information System. Oversight provided by HLS Office of Academic Affairs.
Retiree	A retired Harvard employee	Medium	Role is system generated based on employment status feed from PeopleSoft. No end date. Role terminates upon retiree death. Retiree HSRs are not eligible for Harvard email.
Smithsonian Employee	An employee of the Smithsonian Astrophysical Observatory (SAO)	High	For use by the SAO only. Roles are fed directly from the SAO. Role end date aligns with term if applicable. Smithsonian Employee HSRs are not eligible for Harvard email.