

April 17, 2023

[Name]  
[Department]  
[Address]  
[Address]

Dear Dr. [Name],

We are pleased to offer you an appointment as Research Fellow (Employee) in the Department of [Department] at the Harvard T.H. Chan School of Public Health. This is a full time, non-faculty, annual academic appointment with the possibility for renewal. Your appointment will be for the period beginning on [Effective date] and ending on [Effective date]. By signing this offer, you confirm you have obtained your doctoral degree.

During this appointment, your research will focus on [scope of work] under the direction of your faculty mentor, [Name], [Title].

1. Salary and Benefits

Your annualized salary<sup>1</sup> for the first year is [Salary], effective [Start date]. Salaries are paid on the monthly payroll, on the last business day of each month. If your time commitment changes during the period of your appointment, your salary will be adjusted accordingly.

Harvard University offers a comprehensive range of benefits, including health coverage and a variety of other programs and services. You will receive a Benefits Summary describing the package of benefits, resources, and perks. After your appointment papers are processed, you will receive additional materials and forms from the Harvard Human Resources Benefits Office. Please note that University benefits must be elected within 30 days of the start of your appointment. If you have specific questions about any benefits-related issues, please contact Joseph Antony, Benefits Business Partner, Harvard Human Resources: 617-496-1996; [joseph\\_antony@harvard.edu](mailto:joseph_antony@harvard.edu).

More information regarding postdoc and research associate orientation, as well as a presentation from the Harvard Benefits Office can be [viewed here](#). In addition, we encourage you to visit the Human Resource's [Special Resources for Postdoctoral Fellows](#) webpage, and both the Harvard Chan School's [Postdoc Benefits](#) and [New Postdocs: Getting Started at the Harvard Chan School](#) webpages

a. Postdoc Health Insurance Policy

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<sup>1</sup> "Annualized salary" represents the full twelve-month salary amount for an employee on the Harvard payroll at the rate of one full-time equivalent (FTE).

Massachusetts law requires all state residents over the age of 18 to obtain health insurance. This requirement applies to postdoctoral research fellows who pursue their training at the Harvard Chan School and are mentored by the School's faculty. More information can be found by visiting the Harvard Chan School's [Postdoc Health Insurance Policy](#) and [HIO Health Insurance Policy](#).

b. Paid Time Off

Annual appointees are entitled to one month's vacation (20 working days) per year (twelve months), which should be used before the appointment end date (usually June 30). Vacation time can only be carried forward into a subsequent appointment term if approved by the appointee's department administrator. The maximum number of vacation days that can be accrued is 30 days. All vacation time must be used before the appointee's termination date, as any unused time will not be paid out following the termination of an appointment. Appointees should discuss how best to maintain vacation time records with a department administrator. The School's annual appointment calendar ([found here](#)) can be used to track vacation days accrued and taken.

- **Sick days** are accrued at the rate of 1 day per month, and can be carried forward to subsequent appointment terms up to a maximum of 130 days.
- Annual appointees are **eligible for 3 days of personal time** to be used during the term of their appointment. Personal time cannot be carried over to the following year.
- If an appointment is less than full-time, vacation time, personal time, and sick time are prorated.

c. Postdoc Workshops and Courses

Harvard Chan School offers career development workshops to help advance skills related to grant writing, teaching, lab management, preparing and improving job search materials, and more to all the postdocs throughout each academic year. The list of the workshops can be [found here](#).

d. Harvard Chan School Cafeteria Discount Program

The Harvard Chan School provides a 20% discount to benefits-eligible postdoctoral fellows when paying at check-out at Sebastian's Cafe, Countway Cafe, and HMS's Courtyard Cafe. The cashiers will need to view stickers before ringing up purchases. Eligibility is limited to Harvard Chan School postdocs participating in a traditional postdoctoral fellowship, ordinarily defined as individuals in training status who are working on a project under the direction of a Harvard principal investigator (Peoplesoft job codes 069591 and 069599 only). Stickers are provided by department administration and should be placed on your Harvard ID.

2. VISA Policies and Requirements

All Appointments are contingent upon approval of an appropriate visa as required by the US 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. If you need any additional information, please contact Elizabeth Capuano ([elizabeth\\_capuano@harvard.edu](mailto:elizabeth_capuano@harvard.edu)).

### 3. Institutional Responsibilities

The Harvard Chan School of Public Health recognizes that research fellows are trainees working in an apprenticeship mode in preparation for a career as scientific professionals. The mentoring provided to the research fellow by the faculty mentor is critical to the fellow's career development and advancement. In addition, research fellows are expected to function responsibly and autonomously within the School's complex and decentralized environment. Responsibilities of research fellows include the following: (1) assume primary responsibility for the development of his/her research and career, (2) play an active role in seeking career and research advice, both from the faculty supervisor and from other faculty members as appropriate, (3) perform the research required by the faculty supervisor to a high standard and in accordance with all institutional and federal regulations, (4) participate in the [postdoc career development and annual review process](#), and (5) work in a collegial and cooperative manner with the faculty supervisor and other co-workers.

### 4. Teaching Eligibility

As a postdoctoral research fellow, you are eligible to participate as an instructor for a course. However, you are not eligible to serve as a primary instructor for a course, lead an independent study and/or research project, or advise students. You will be required to meet with an academic administrator in your department for an orientation session that includes overviews of Harvard Chan Resources, administrative processes in the department, information about the program responsibilities and curriculum, and school educational policies (e.g., CEP processes, academic support and diversity and inclusion policies).

### 5. University Policies and Requirements

#### a. COVID Vaccine Policy

All Harvard community members who have an on-campus presence must comply with the University's health and safety guidelines and protocols. Additionally, Harvard requires COVID vaccination verification for all Harvard employees by their start date. You may claim exemption from the vaccine requirement for medical or religious reasons. Note that unvaccinated individuals may be subject to additional public health measures (e.g., masking, testing) above and beyond what is required of vaccinated individuals. Please attest to your vaccination status prior to hire by filling out [Harvard's Vaccination Attestation Form](#). It is the employee's responsibility to notify their Harvard employment contact of any exemption request results. More information regarding the University's COVID vaccination requirement and exemptions may be found [here](#).

#### b. General Policies

To ensure the integrity of the institution and its scientific enterprise, the School has explicit rules and holds implicit norms governing the behavior of its appointees. With the acceptance of a non-faculty academic appointment at the Harvard Chan School, you are expected to be

aware of your obligations under the School's current policy on conflicts of interest and commitment. For more information, please refer to the Harvard Chan School's policies and guidelines regarding [Financial Conflicts of Interest \(fCOI\) and Outside Activities & Interests Reporting \(OAIR\)](#). Scholars who have visa sponsorship from the Harvard International Office must also confer with Elizabeth Capuano ([elizabeth\\_capuano@harvard.edu](mailto:elizabeth_capuano@harvard.edu)) to ensure that their immigration status permits the activity as well.

In keeping with these policies, you will be expected to sign the [University's Participation Agreement](#) upon your arrival. The University-wide Sexual and Gender-Based Harassment Policy is available from the [Title XI Office](#), which is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements and the policy prohibits, among other things, sexual harassment including sexual assault, domestic violence, dating violence, and stalking. Given the dynamic nature of a university, these policies and resources may evolve and change over time.

## 6. Renewal and Termination of Appointment

Renewal of your appointment is at the discretion of your department. Departments are encouraged to inform an annual appointee, at least three months prior to the expiration of an appointment, whether or not his/her appointment will be renewed. Similarly, departments are expected to give annual appointees as much notice as possible if their appointment must be terminated early, for example, if the funds supporting the position should become unavailable. Appointments may also be terminated early for cause, which would include unsatisfactory performance. Due to the temporary nature of the position, annual appointees are not entitled to severance pay or layoff benefits at the end of their appointment.

## 7. Additional Information and Resources

The Office of Faculty Affairs [postdoctoral research fellow webpage](#) is devoted to providing information to all research fellows with appointments at the Harvard Chan School. This website supplements the [Harvard University \(FAS\) postdoctoral fellow website](#), a comprehensive website that includes information about getting settled in Boston and at Harvard, University-wide policies, and resources at Harvard. In addition, finding accommodations in the Boston area can be difficult, please see the [HIO website](#) for possible temporary accommodations.

### a. Harvard ID Card

Harvard ID card provides access to Harvard buildings, including the Harvard libraries, Harvard Housing Office, and Harvard museums; to discounted use of Harvard's athletic facilities; and to the Longwood-Cambridge shuttle. On the first day of your appointment, you should talk to your department administrator regarding how to obtain a Harvard ID card and can also visit the [Operations Office web page for ID cards](#). You can email ID Office ([ido@hsph.harvard.edu](mailto:ido@hsph.harvard.edu)) for assistance.

### b. Harvard Key

To claim your [HarvardKey](#), you will need your eight-digit Harvard University ID (HUID), your last name, your date of birth, and a personal email address to use for account reminders. If you

have any problems along the way, feel free to contact the HUIT Service Desk ([ithelp@harvard.edu](mailto:ithelp@harvard.edu)) or call 617-495-7777 for assistance.

c. Harvard Chan School Postdoctoral Association

The [Harvard Chan School Postdoctoral Association \(PDA\)](#) was founded in May 2007 by a group of postdocs. Its purpose is to "enhance the School's postdoc experience" by providing opportunities for Harvard Chan School postdocs to develop their careers through relevant workshops and seminars, to network at postdoc gatherings, to provide support and collaboration with each other, and to have fun! The PDA is organized and run by postdocs and is governed by the PDA Council. If you would like additional information or get involved, you can contact the PDA Council ([pda@hsph.harvard.edu](mailto:pda@hsph.harvard.edu)).

d. Web Profile

Your Harvard Chan School [personal web profile](#) is automatically generated from your [Harvard Catalyst](#) profile. If you are new to the school this may take a few days to surface. When you have a moment, we ask that you update your Catalyst profile to include basic biographical information, as well as a photo, and any relevant info (i.e., websites, education. etc.). Please note that changes take generally 48 hours to take effect. Should you see any inconsistencies you can notify the helpdesk ([helpdesk@hsph.harvard.edu](mailto:helpdesk@hsph.harvard.edu)).

e. Housing

Finding accommodations in the Boston area can be difficult, please visit the [HIO housing website](#) or [Sabbatical Homes](#) for possible temporary accommodations.

If you decide to accept this offer and the terms outlined here, please sign and date this letter below and return it within two weeks to Lindsey Bartlett ([lbartlett@hsph.harvard.edu](mailto:lbartlett@hsph.harvard.edu)). If you have questions about any aspect of this offer, please feel free to contact us. We hope that you will accept this offer, and look forward to welcoming you to the School and helping you develop a successful and fulfilling career.

You may have received a separate offer letter directly from your department or faculty supervisor. Please understand that if there is any discrepancy between the terms outlined in the two letters, those specified in this letter will take precedence.

Yours sincerely,

Jennifer M. Ivers, PhD  
Associate Dean for Faculty Affairs  
Office of Faculty Affairs

CC: [Faculty member]  
[department administrator]

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_