[Post-Doctoral Fellow (Employee Postdoc)](#P069591)

Job Code 069591 / Object Code 6150 / MIP Paygroup / Employee

Standard category for postdocs paid by PI

[Post-Doctoral Fellow (Stipendee Postdoc)](#P000949)

Job Code 000949 / Object Code 6450 / MEP Paygroup / Non-Employee

Standard category for postdocs paid by fellowships, processed through OSP

[Post-Doctoral Fellow (External Postdoc](#P061019))

Job Code: 061019 /Object Code: 6452 (if paid) / MEP Paygroup (if paid) / Non-Employee

Standard category for postdocs paid by external fellowships.

Not eligible for benefits and cannot be paid with federal grants

[Research Associate](#R061103)

Job Code: 061103 / Object Code: 6030 / MFC Paygroup / Employee

Standard category for researchers who have been postdocs for three years

[Fellow](#F069649)

Job Code: 069649 / Object Code: 6452 (if paid) / MEP Paygroup (if paid) / Non-Employee

Used for graduate students from other universities or researchers who do not yet have a Ph.D.

Not eligible for benefits and cannot be paid with federal grants

[Fellow (Salaried)](#F000913)

Job Code: 000913 / Object Code: 6030 / MFC Paygroup / Employee

Used for graduate students from other universities or researchers who do not yet have a Ph.D.

Benefits-eligible and can be paid with federal grants

[Visiting Scholar](#V069602)

Job Code: 069602 / Object Code: 6452 (if paid) / MEP Paygroup (if paid) / Non-Employee

Used for tenure-track faculty visiting from other universities.

Not eligible for benefits and cannot be paid with federal grants

[Visiting Scholar (Salaried)](#V069603)  
Job Code: 069603 / Object Code: 6030 / MFC Paygroup / Employee  
Used for tenure-track faculty visiting from other universities.

Benefits-eligible and can be paid with federal grants

[Visiting Undergraduate Research Fellow](#V000048)

Job Code 000048 / Unpaid / Non-Employee

Used for undergraduates from other universities. Not eligible for benefits

[Visiting Undergraduate Research Fellow (Stipendee)](#V000024)

Job Code 000024 / Object Code 6452 / MEP Paygroup (if paid) / Non-Employee

Used for undergraduates from other universities who are being paid.

Not eligible for benefits and cannot be paid with federal grants

[Associate](#A000502)

Job Code: 000502 / Unpaid / Non-Employee

Used for unpaid researchers or to maintain HUID after a researcher leaves.

[Other Appointment Guidelines](#Other)

**Post-Doctoral Fellow (Employee Postdoc)**

**Job Code 069591 / Object Code 6150 / MIP Payroll / Employee**

This is the most common appointment at the postdoctoral rank and is generally used for any postdoc who is being paid directly with Harvard funds.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your postdoc offer letter on the FAS sample letter located at <http://chemistry.harvard.edu/files/chemistry/files/postdoc-offer-benefits.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Salary information
* A statement noting that this is a term appointment renewable annually (up to 3 years) and that reappointment is contingent upon satisfactory performance and continued funding.

**2. CV**

3. **Affirmative Action Form**

* Located at: <http://chemistry.harvard.edu/files/chemistry/files/aaform.doc>
* List all the applicants since your last postdoc was appointed. The list should include all applicants, not just those interviewed.
* **The person being appointed should be included.**
* Affirmative Action Form must be submitted by e-mail as a Word document to Joe Lavin; the Appointments Office will not accept paper copies. (No signature is required; the hiring officer on the form is at the FAS level.)
* It is understood that you may not know the gender and/or ethnicity of all applicants. If you do not know the gender of an applicant, leave blank. If you do not know the ethnicity, use 7 for unknown.
* No search is required when appointing a recently graduated student from your lab. Submit the form with the information for the new postdoc, and use search exemption 7.

**4. Ph.D. Verification Letter or Copy of Diploma**

* Only required if degree was received in last 12 months.
* If the postdoc is from outside Harvard, this document must come from a degree-granting body, such as a Registrar or Graduate Records/Dean’s Office. Letters from faculty sponsors/chairs will not be accepted. Letters must also clearly state that the researcher has completed all requirements for the degree of Ph.D.
* If the Ph.D. is from Harvard, a letter from a chair or department administrator will suffice.
* For CCB graduates, Joe Lavin can write a letter to include with the appointment.

**5. I-9**

* The new postdoc should meet with Joe Lavin to fill out an I-9. I-9’s are required if the postdoc is being paid directly from Harvard. The postdoc should provide either a passport OR both a driver's license and a social security card. Non-citizens will also need to provide visa documents.

**6. Participation Agreement**

* Once the new postdoc has an HUID and PIN, he/she must sign the participation agreement electronically at: <http://osp.fad.harvard.edu/content/participation-agreement>. Joe Lavin will remind the postdoc to do this.

**Notes**

* **While an I-9 is required, you can submit an appointment early without an I-9. This will reduce the wait for an HUID.**
* Please have new postdocs meet with Joe Lavin upon arrival.
* Make sure Title reads “Post-Doctoral Fellow in Chemistry and Chemical Biology”
* Please enter all degrees in Asperin.
* This should be a paid appointment; if FTE is less than 1, include comment as to why the appointment is part time.
* Postdoctoral Fellows may be appointed for up to three consecutive years. After that, they must be reclassed to the Research Associate rank.
* These employees are benefits-eligible but not eligible for retirement plans. In order to be benefits-eligible, a postdoc must work more than half-time or receive more than $15,000 annually.
* Benefits covered by fringe. Fringe will be charged regardless of whether the postdoc's salary is above the benefits threshold.
* **Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.**
* Postdocs can take up to 20 vacation days per year (1.67 days per month). However, they are not eligible for vacation payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking postdoc absences. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.

**Post-Doctoral Fellow (Stipendee Postdoc)**

**Job Code 000949 / Object Code 6450 / MEP Paygroup / Non-Employee**

This appointment is used for postdocs with fellowships processed through OSP.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your postdoc offer letter on the FAS sample letter located at <http://chemistry.harvard.edu/files/chemistry/files/postdoc-offer-benefits.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Stipend information
* A statement noting that this is a term appointment renewable annually (up to 3 years) and that reappointment is contingent upon satisfactory performance and continued funding.
* When sending this offer letter to the postdoc, you should also send the Benefits Summary located at:

<http://chemistry.harvard.edu/files/chemistry/files/postdoc-benefits-summary.pdf>

**2. CV**

**3. Ph.D. Verification Letter or Copy of Diploma**

* Only required if degree was received in last 12 months.
* If the postdoc is from outside Harvard, this document must come from a degree-granting body, such as a Registrar or Graduate Records/Dean’s Office. Letters from faculty sponsors/chairs will not be accepted. Letters must also clearly state that the researcher has completed all requirements for the degree of Ph.D.
* If the Ph.D. is from Harvard, a letter from a chair or department administrator will suffice.
* For CCB graduates, Joe Lavin can write a letter to include with the appointment.

**4. Participation Agreement**

* Once the new postdoc has an HUID and PIN, he/she must sign the participation agreement electronically at: <http://osp.fad.harvard.edu/content/participation-agreement>. Joe Lavin will remind the postdoc to do this.

**Notes**

* Please have new postdocs meet with Joe Lavin upon arrival.
* Make sure Title reads “Post-Doctoral Fellow in Chemistry and Chemical Biology”
* Please enter all degrees in Asperin.
* This should be a paid appointment; if FTE is less than 1, include comment as to why the appointment is part time.
* While there is a three-year limit on postdoc appointments, an exception can usually be made for those with fellowships so that they may remain in this category for the lifetime of their fellowship. (Joe Lavin will submit an exception request to the Assistant Dean for Science in these cases.)
* The I-9 and Affirmative Action form are not required, because the postdoc will be paid a stipend, rather than a salary.
* U.S. Citizens will not have taxes withheld from paychecks and will likely need to file quarterly taxes.
* Any change of an employee postdoc to a stipendee postdoc must be done as a reclass. This cannot be done as a distribution change.
* Stipendee Postdocs can be paid a small supplement (e.g. to offset health insurance deductions). This would be done as a split code in Asperin. However, this supplement should come from unrestricted funding.
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.
* Postdocs can take up to 20 vacation days per year (1.67 days per month). However, they are not eligible for vacation payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking vacation time. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.

**Benefits**

* Enter benefits costing in Asperin under Actions/Appointment/Change/PDOC Benefits.
* This cannot be done until the appointment has been fully processed in Asperin.
* The benefits rate for FY14 is $8,100 ($675/month). This will be charged to object code 6261.
* These employees are benefits-eligible but not eligible for retirement plans.
* Benefits must be reentered in July of every year, because the rate usually changes each fiscal year.

**Post-Doctoral Fellow (External Postdoc)**

**Job Code: 061019 / Object Code: 6452 / MEP Paygroup (if paid) / Non-Employee**

This category is for postdocs paid by external fellowships. The postdoc can either be unpaid or paid a supplement of less than $15,000/year. Those with larger supplements should usually be paid as employee postdocs (Job Code: 069591). If paid, these postdocs cannot be paid from a federal grant, because they receive a stipend.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your postdoc offer letter on the FAS sample letter located at <http://chemistry.harvard.edu/files/chemistry/files/postdoc-offer-non-benefits.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Harvard Stipend (if applicable)
* A statement noting that this is a term appointment renewable annually (up to 3 years) and that reappointment is contingent upon satisfactory performance and continued funding.

**2. CV**

**3. Ph.D. Verification Letter or Copy of Diploma**

* Only required if degree was received in last 12 months.
* If the postdoc is from outside Harvard, this document must come from a degree-granting body, such as a Registrar or Graduate Records/Dean’s Office. Letters from faculty sponsors/chairs will not be accepted. Letters must also clearly state that the researcher has completed all requirements for the degree of Ph.D.
* If the Ph.D. is from Harvard, a letter from a chair or department administrator will suffice.
* For CCB graduates, Joe Lavin can write a letter to include with the appointment.

**4. Participation Agreement**

* Once the new postdoc has an HUID and PIN, he/she must sign the participation agreement electronically at: <http://osp.fad.harvard.edu/content/participation-agreement>. Joe Lavin will remind the postdoc to do this.
* A Visitor's Participation Agreement is required if the postdoc is employed by another institution:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the postdoc and a person with signing authority at the other institution before the appointment will be approved by FAS.

**5. Risk and Release Form (if unpaid)**

* <http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/>

**Notes**

* Please have new postdocs meet with Joe Lavin upon arrival.
* Make sure Title reads “Post-Doctoral Fellow in Chemistry and Chemical Biology”
* Please enter all degrees in Asperin.
* The I-9 and Affirmative Action form are not required, because, if paid, the postdoc will be paid a stipend, rather than a salary.
* Any change of an employee postdoc to an external postdoc cannot be done as a distribution change. The previous position needs to be terminated, and a new visiting postdoc appointment should be entered.
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.
* Postdoctoral Fellows may be appointed for up to three consecutive years. After three years, an unpaid visiting postdoc must be reclassed to an Associate.
* If unpaid, FTE should be 0. Coding can be left blank.
* Postdocs can take up to 20 vacation days per year (1.67 days per month). However, they are not eligible for vacation payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking vacation time. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.

**Health Insurance**

* Eligible only for UHS Affiliate Health Insurance. (Purchased through CCB Finance Office or directly by individual.)
* Some international postdocs may also qualify for alternate health insurance. See <http://www.postdoc.harvard.edu/benefits/> under section 3.
* Note that international postdocs on a J-visa are required to have health insurance.
* If you have a choice, it is strongly recommended that postdoctoral fellowships be administered through OSP, so that the postdoc can be appointed as a stipendee postdoc and be eligible for benefits.

**If Paid a Supplement:**

* Must be paid from unrestricted funding.
* If the Postdoc is receiving a supplement of over $15,000, he/she should instead be an Employee Postdoc (Job Code: 069591) to be benefits eligible.
* Payment will be considered a stipend rather than a salary
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month
* U.S. Citizens will not have taxes withheld from paychecks and will likely need to file quarterly taxes.

**Research Associate**

**Job Code: 061103 / Object Code: 6030 / MFC Paygroup / Employee**

This category is used for researchers who have been postdocs for three years or longer (either at Harvard or another institution.)

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at <http://chemistry.harvard.edu/files/chemistry/files/research-associate_offer.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Salary information
* A statement noting that this is a term appointment renewable annually and that reappointment is contingent upon satisfactory performance and continued funding.
* When sending this offer letter, you should also send the Benefits Summary at:

<http://chemistry.harvard.edu/files/chemistry/files/postdoc-benefits-summary.pdf>

**2. CV**

* Only required if the researcher is being initially appointed as a Research Associate. This will already be on file if the researcher is being reclassed into this category.

3. **Affirmative Action Form**

* Located at: <http://chemistry.harvard.edu/files/chemistry/files/aaform.doc>
* No search is required when reclassing a postdoc to this category. Submit the form with the information for the research associate, and use search exemption 6.
* For new hires, list all the applicants since your last postdoc was appointed. The list should include all postdoctoral applicants, not just those interviewed.
* The person being appointed should be included.
* Affirmative Action Form must be submitted by e-mail as a Word document to Joe Lavin; The Appointments Office will not accept paper copies. (No signature is required; the hiring officer on the form is at the FAS level.)
* It is understood that you may not know the gender and/or ethnicity of all applicants. If you do not know the gender of an applicant, leave blank. If you do not know the ethnicity, use 7 for unknown.

**4. I-9**

* For reclasses, an I-9 is not required for US citizens. Non-citizens may need to renew their I-9 with Joe Lavin.
* New research associates should meet with Joe Lavin to fill out an I-9. The employee should provide either a passport OR both a driver's license and a social security card. Non-citizens will also need to provide visa documents.

**5. Participation Agreement**

* This will already be on file for reclasses.
* For new research associates, he/she must sign the participation agreement electronically at: <http://osp.fad.harvard.edu/content/participation-agreement> once he/she has an HUID and PIN. Joe Lavin will remind the research associate to do this.

**Notes**

* **While an I-9 is required, you can submit an appointment early without an I-9. This will reduce the wait for an HUID.**
* Please have new research associates meet with Joe Lavin upon arrival.
* Title should read “Research Associate in Chemistry and Chemical Biology.”
* Always paid; if FTE is less than 1, add a comment as to why the appointment is part time.
* Please enter all degrees in Asperin.
* **These employees are benefits-eligible and become eligible for retirement plans. However, they are no longer eligible for short term disability.**
* Benefits covered by fringe.
* There is a strict 8-year limit on research appointments (generally 3 years as a postdoc and 5 years as a research associate).
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.
* Research Associates are eligible to be co-PIs on a grant.
* Research Associates can take up to 20 vacation days per year (1.67 days per month) and 12 sick days. However, they are not eligible for vacation/sick time payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking absences. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.
* It is recommended that new researchers with over three years of postdoctoral experience at other universities be appointed as Research Associates.

**Fellow**

**Job Code: 069649 / Object Code: 6452 (if paid) / / MEP Paygroup (if paid) / Non-Employee**

This category is used for graduate students from other universities or researchers who do not yet have a Ph.D. These fellows are not eligible for benefits and cannot be paid with federal grants. Fellows in this category can be paid or unpaid.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at

<http://chemistry.harvard.edu/files/chemistry/files/non-benefits-fellow-offer.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Harvard Stipend (if applicable)
* A statement noting that this is a term appointment renewable annually (up to 3 years) and that reappointment is contingent upon satisfactory performance and continued funding.

**2. CV**

**3. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required if the fellow is affiliated with another institution:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the fellow and a person with signing authority at the other institution.

* If unaffiliated, the fellow may instead fill out an Unaffiliated Visitor's Participation Agreement, with only the fellow's signature:

<http://otd.harvard.edu/resources/agreements/participationVisitor/VPAsinglesignature/indexsinglesignature.php>

* The FAS Appointments Office will not approve fellow appointments without a VPA.

**4. Risk and Release Form (if unpaid)**

* <http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/>

**Notes**

* Please have new fellows meet with Joe Lavin upon arrival.
* Make sure Title reads “Fellow in Chemistry and Chemical Biology”
* These employees are not benefits-eligible, nor can they apply for UHS Affiliate Health Insurance.
* Please enter all degrees in Asperin. A Bachelor’s level degree is required.
* The I-9 and Affirmative Action form are not required, because the fellow will be paid a stipend, rather than a salary.
* Coding changes for a particular month should be submitted in Asperin by the 15th of that month.
* Fellows may be appointed for up to three consecutive years.
* If unpaid, FTE should be 0. Coding can be left blank.
* Fellows can take up to 20 vacation days per year (1.67 days per month) and 12 sick days. However, they are not eligible for vacation/sick time payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking absences. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.

**If Paid:**

* Must be paid from unrestricted funding.
* Payment will be considered a stipend rather than a salary.
* U.S. Citizens will not have taxes withheld from paychecks and will likely need to file quarterly taxes.
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.

**Health Insurance Options**

* Some international fellows may qualify for alternate health insurance:

<http://www.hio.harvard.edu/healthcareandinsurance/scholars/insuranceplansoutsideofharvard/>

* Mass Health Connector for MA residents:

<https://www.mahealthconnector.org>

* Note that international fellows on a J-visa are required to have health insurance.

**Fellow (Salaried)**

**Job Code: 000913 / Object Code: 6030/ MFC Paygroup / Employee**

This category is used for graduate students from other universities or researchers who do not yet have a Ph.D. These fellows are eligible for benefits and can be paid with federal grants. Approval from the Assistant Dean for Science is required to use this category, but this will be obtained by Joe Lavin.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at

<http://chemistry.harvard.edu/files/chemistry/files/benefits-fellow-offer.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Salary information
* A statement noting that this is a term appointment renewable annually (up to 3 years) and that reappointment is contingent upon satisfactory performance and continued funding.
* When sending this offer letter, you should also send the Benefits Summary at:

<http://chemistry.harvard.edu/files/chemistry/files/postdoc-benefits-summary.pdf>

**2. CV**

**3. I-9**

* The new fellow should meet with Joe Lavin to fill out an I-9. The fellow should provide either a passport OR both a driver's license and a social security card. Non-citizens will also need to provide visa documents.

**4. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required if the fellow is affiliated with another institution:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the fellow and a person with signing authority at the other institution.

* If unaffiliated, the fellow may instead fill out an Unaffiliated Visitor's Participation Agreement, with only the fellow's signature:

<http://otd.harvard.edu/resources/agreements/participationVisitor/VPAsinglesignature/indexsinglesignature.php>

* The FAS Appointments Office will not approve fellow appointments without a VPA.

**Notes**

* **While an I-9 is required, you can submit an appointment early without an I-9. This will reduce the wait for an HUID.**
* Please have new fellows meet with Joe Lavin upon arrival.
* Make sure Title reads “Fellow in Chemistry and Chemical Biology”
* Always paid; if FTE is less than 1, add a comment as to why the appointment is part time.
* Benefits covered by fringe.
* Please enter all degrees in Asperin. A Bachelor’s degree is required.
* The Affirmative Action form is not required, but it will be required if the person is later reclassed to an employee postdoc. It is a good practice to complete the Affirmative Action form initially, if you anticipate a reclass
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.
* Fellows can take up to 20 vacation days per year (1.67 days per month) and 12 sick days. However, they are not eligible for vacation/sick time payouts (i.e. vacation time does not carry over year-to-year.). Each lab administrator is responsible for tracking absences. A vacation calendar can be found at <http://chemistry.harvard.edu/files/chemistry/files/ccb_vacation_and_sick_time_calendar.docx>.

**Visiting Scholar**

**Job Code: 069602 /Object Code: 6452 (if paid)** **/ MEP Paygroup (if paid) / Non-Employee**

This category is designed for a faculty member from another university to work here. These visiting scholars are not eligible for benefits and cannot be paid with federal grants. They can be paid or unpaid, though usually the visiting scholar is paid from his/her university.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at

<http://chemistry.harvard.edu/files/chemistry/files/offer-visiting-scholar.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Harvard Stipend (if applicable)
* A statement noting that this is a term appointment renewable annually (up to 2 consecutive years).

**2. CV**

* Must hold a tenure-track faculty position, or the equivalent if outside the U.S.

**3. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the visiting scholar and a person with signing authority at the other institution.

* The FAS Appointments Office will not approve these appointments without a VPA.

**4. Risk and Release form (if unpaid)**

* <http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/>

**Notes**

* Please have new visiting scholars meet with Joe Lavin upon arrival.
* Make sure Title reads “Visiting Scholar in Chemistry and Chemical Biology”
* These employees are not benefits-eligible, nor can they apply for UHS Affiliate Health Insurance.
* Please enter all degrees in Asperin.
* The I-9 and Affirmative Action form are not required, because, if paid, the visiting scholar will be paid a stipend, rather than a salary.

* Individuals may hold a Visiting Scholar appointment for no more than two consecutive years. They must then wait a period of three years before they can be eligible for another two year appointment cycle.
* If unpaid, FTE should be 0. Coding can be left blank.

**If Paid:**

* Must be paid from unrestricted funding.
* Payment will be considered a stipend rather than a salary. U.S. Citizens will not have taxes withheld from paychecks and will likely need to file quarterly taxes.
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.

**Visiting Scholar (Salaried)  
Job Code: 069603 / Object Code: 6030/ MFC Paygroup / Employee**

This category is designed for a faculty member from another university to work here. These visiting scholars are eligible for benefits and can be paid with federal grants. Approval from the Assistant Dean for Science is required to use this category, but this will be obtained by Joe Lavin.

**Required Documentation** (Electronic copies encouraged)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at

<http://chemistry.harvard.edu/files/chemistry/files/offer-visiting-scholar.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.
* Salary information
* A statement noting that this is a term appointment renewable annually (up to 2 consecutive years).
* When sending this offer letter, you should also send the Benefits Summary at:

<http://chemistry.harvard.edu/files/chemistry/files/postdoc-benefits-summary.pdf>

**2. CV**

* Must hold a tenure-track faculty position, or the equivalent if outside the U.S.

**3. I-9**

* The new visiting scholar should meet with Joe Lavin to fill out an I-9.

**4. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the visiting scholar and a person with signing authority at the other institution.

* The FAS Appointments Office will not approve these appointments without a VPA.

**Notes**

* **While an I-9 is required, you can submit an appointment early without an I-9. This will reduce the wait for an HUID.**
* Please have new visiting scholars meet with Joe Lavin upon arrival.
* Make sure Title reads “Visiting Scholar in Chemistry and Chemical Biology”
* Benefits covered by fringe.
* Please enter all degrees in Asperin.
* Individuals may hold a Visiting Scholar appointment for no more than two consecutive years. They must then wait a period of three years before they can be eligible for another two year appointment cycle.
* Paid at the end of the month. Coding changes for a particular month should be submitted in Asperin by the 15th of that month.

**Visiting Undergraduate Research Fellow**

**Job Code 000048 / Unpaid/ Non-Employee**

This category is for undergraduates from other universities who are not being paid.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at:

<http://chemistry.harvard.edu/files/chemistry/files/vurf-offer.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.

**2. CV**

**3. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the student and a person with signing authority at the other institution before the appointment will be approved by the FAS.

**4. Risk and Release Form**

* <http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/>

**Notes**

* Joe Lavin will process these appointments in Asperin. Please send him the necessary personal information to enter into Asperin.
* Please have these students meet with Joe Lavin upon arrival.
* These employees are not benefits-eligible, nor can they apply for UHS Affiliate Health Insurance.

**Health Insurance Options**

* Some international fellows may qualify for alternate health insurance:

<http://www.hio.harvard.edu/healthcareandinsurance/scholars/insuranceplansoutsideofharvard/>

* Mass Health Connector for MA residents:

<https://www.mahealthconnector.org>

* Note that international fellows on a J-visa are required to have health insurance.

**Visiting Undergraduate Research Fellow**

**Job Code 000024 / Object Code 6452/ MEP Paygroup (if paid) / Non-Employee**

This category is for undergraduates from other universities who are being paid. These students are not eligible for benefits and cannot be paid with federal grants. To pay these students from grants, it may be better to appoint them as hourly temps through OFARA.

**Required Documentation** (Electronic copies encouraged.)

**1. Offer Letter**

Please base your offer letter on the FAS sample letter located at:

<http://chemistry.harvard.edu/files/chemistry/files/vurf-offer.docx>

Please be sure to include the following:

* Title
* Appointment Dates
* Stipend Information
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.) If not in the offer letter, the research purpose can be included in the Asperin comments instead.

**2. CV**

**3. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the student and a person with signing authority at the other institution before the appointment will be approved by the FAS.

**Notes**

* Joe Lavin will process these appointments in Asperin. Please send the necessary personal information to enter into Asperin.
* Please have these students meet with Joe Lavin upon arrival.
* These employees are not benefits-eligible, nor can they apply for UHS Affiliate Health Insurance.
* Must be paid from unrestricted funding.
* Payment will be considered a stipend rather than a salary. U.S. Citizens will not have taxes withheld from paychecks and will likely need to file quarterly taxes.
* Paid at the end of the month. Coding changes for a particular month should be submitted to Joe Lavin by the 15th of that month.

**Health Insurance Options**

* Some international fellows may qualify for alternate health insurance:

<http://www.hio.harvard.edu/healthcareandinsurance/scholars/insuranceplansoutsideofharvard/>

* Mass Health Connector for MA residents:

<https://www.mahealthconnector.org>

* Note that international fellows on a J-visa are required to have health insurance.

**Associate**

**Job Code: 000502 / Unpaid / Non-Employee**

This appointment allows for an unpaid affiliation with Harvard.

**Required Documentation** (Electronic copies encouraged.)

**1. Review Letter**

Please base your Associate Review letter on the sample letter located at:

<http://chemistry.harvard.edu/files/chemistry/files/assoc-review.doc>

Please be sure to include the following:

* Title
* Appointment Dates
* Research Purpose (This does not have to be extensive, but it should be enough information to clearly explain the appointment to someone outside of the department.)
* A statement that there will be no cost impact to the Department.

**2. Approval e-mail from Allen Aloise**.

* Before appointing, email the above information to Allen Aloise (with a cc to Joe Lavin) for his approval.
* This step is not necessary, if a current researcher is being transferred to this category after he/she leaves in order to finish up research activities remotely.

**3. CV**

**4. Visitor's Participation Agreement**

* A Visitor's Participation Agreement is required if the fellow is affiliated with another institution:

<http://otd.harvard.edu/resources/agreements/participationVisitor/>

This must be signed by the fellow and a person with signing authority at the other institution.

* If unaffiliated, the fellow may instead fill out an Unaffiliated Visitor's Participation Agreement, with only the fellow's signature:

<http://otd.harvard.edu/resources/agreements/participationVisitor/VPAsinglesignature/indexsinglesignature.php>

* The FAS Appointments Office will not approve fellow appointments without a VPA.

**5. Risk and Release Form**

* <http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/>

**Notes**

* Per the decision of CCB faculty, there is a limit of 4 associates per group.
* Please have associates meet with Joe Lavin, if they are new to the department.
* Because Associates are always unpaid, FTE = 0.
* Associates are not benefits-eligible, nor can they apply for UHS Affiliate Health Insurance.
* Please enter all degrees in Asperin.
* In some cases, unpaid visiting postdocs will need to be moved to the Associate rank after they have hit their three-year postdoc limit. This is because there is no unpaid Research Associate category. In this case, approval from Allen Aloise is not necessary and the researcher will not be counted toward the limit on Associate per group.
* If you wish to keep a postdoc’s HUID active after they leave Harvard, this is the appropriate category to use.

**Other Appointment Guidelines**

**FAS Office for Postdoctoral Affairs**

<http://www.postdoc.harvard.edu/>

The Postdoc Office's web site is an excellent resource for both postdocs and adminsitrators.

**Appointment Lengths**

The default length of a research appointment is one year. However, appointments can be shorter. Anyone working in a lab over 30 days should be appointed. While appointments under three months do need to be approved by the Assistant Dean for Science, this approval is usually granted. In cases where this approval is needed, Joe Lavin will contact the Assistant Dean for Science.

**Social Security Numbers**

If a non-citizen does not have a social security number, you may leave the field blank in Asperin. Joe Lavin will obtain a temporary social security number so that the new researcher can be paid. A new researcher is eligible to apply for a social security number after being in the country for 10 days. Once the researcher has an actual social security number, he/she should visit Joe Lavin in order to complete a new I-9 form.

Social security numbers are not required for non-citizens with an unpaid appointment. However, FAS Payroll requires any U.S. citizen to supply us with his/her social security number in order to have an appointment, paid or unpaid. Please enter the social security number in the Asperin appointment. If you are unable to enter it into Asperin, please give it to Joe Lavin. (Note: Social security numbers should never be put into an email message.)

**Appointment Corrections**

If the original appointment was for less than a year, please extend a researcher with an appointment correction for the remainder of the year, rather than entering a reappointment. With an appointment correction, you only need to change the end date.

Asperin Path:  
Actions - Appointment - Correct - Appt

**Moving from Paid to Unpaid**

When moving an individual from paid to unpaid, you will first need to enter a termination, and then do a new appointment. It is no longer possible to reclass an employee from paid to non-paid, due to issues with benefits.

**Terminations**

When entering a termination, please enter a forwarding address (if you have it) and include the person's next position in the Asperin comments. You should use one of the VOL codes. Please contact Joe Lavin before processing any involuntary terminations.

Note: If there are performance issues with a postdoc who is being reappointed, it is best not to reappoint the postdoc for a full year. He/she can be reappointed for less than a year while his/her performance is being reviewed.

**Termination Policy from the FAS Appointments Handbook**

*Ordinarily, non-tenured appointments are made for a specified term. However, regardless of the term length, appointments are always contingent upon satisfactory performance. In the case of involuntary termination before appointment end date of a non-ladder faculty or research appointment, the following documents must be sent to the Office for Faculty Affairs.*

*• A record of communications between the faculty member/researcher and his/her supervisor, documenting a pattern of expectations/benchmarks on specific tasks, and corresponding deficiencies. Ideally, these exchanges should state that there will be real consequences, if performance does not improve.*

*• A documented formal conversation between the faculty member/researcher and his/her supervisor, summarizing the issues and alerting the faculty member/researcher, that their performance is not consistent with continued employment.*

*• A letter terminating the appointment (“fair notice”). There is no standard length of time by which termination is effective; however, 30 days should be given unless circumstances require that less notice be given. It can be less, if stages 1 and 2 have been clear.*

**Maternity / Paternal Leave Policy**

This policy is detailed on the Postdoc Office's web site:

<http://www.postdoc.harvard.edu/policies-for-postdocs/>