

INFORMATION FOR NEW ASSISTANT AND ASSOCIATE PROFESSORS
IN THE FACULTY OF ARTS AND SCIENCES
HARVARD UNIVERSITY
revised November 2002

APPOINTMENT POLICIES

This is a summary of the most important policies concerning the general terms of appointment to the ranks of assistant and associate professor at Harvard. We hope you will find it a useful reference. More detailed information is available in the Faculty Appointment Handbook.

I. **DURATION**

- A. **General**: Appointments may be for terms of three to five years depending on departmental practice or the nature of the position. The maximum number of years of appointment permitted in any combination of non-tenured faculty ranks is eight.
- B. **Assistant Professors**: Up to six years are possible in the rank. All formal work for the Ph.D. must have been completed before an appointment to assistant professor can be made. However, a candidate who is in the final stages of completing Ph.D. requirements may be appointed to an instructorship for up to one year. If all degree requirements are completed by October 15, the appointment will be converted to an assistant professorship retroactive to July 1 with appropriate salary adjustment. If the requirements are completed after October 15, but before February 1, the instructorship will be converted at the beginning of the spring term. If the requirements are completed after February 1 but before June 30, the assistant professorship will be effective the following July 1, and the year as an instructor will not be counted as part of the eight-year maximum. **If the degree requirements are not met within a year, the original agreement will be voided and no further appointment as instructor is possible.**
- C. **Associate Professors**: Up to five years are possible in this rank, depending on service previously accrued at Harvard. This is a non-tenured position.

II. **SALARY**

Academic year salaries are paid over twelve months, but cover duties performed during the nine month period from September through May. The July paycheck is considered an advance for work carried out in the fall, and the August paycheck an advance for work in the spring. Faculty may seek grants to supplement their own summer salaries for up to three months. Summer salaries that are supported by research grants paid through Harvard are paid at the monthly rate of up to 1/9 of the academic year base salary that is in effect on July 1. Checks are issued on the last working day of each month, for that month. Forms to request summer compensation are available from department administrators.

III. **REAPPOINTMENT/PROMOTION**

Faculty with the possibility of continued service, whether by reappointment or promotion, are normally reviewed in the penultimate year of their current appointment. The department chair will inform new faculty in the original offer letter about the timing and procedures related to the review for reappointment as assistant professor and/or for promotion to

associate professor. Notice of reappointment or promotion, where appropriate, will be given no later than twelve months before the expiration of the contract. A promotion normally takes effect on the first of July following the Dean's approval of the promotion.

Reappointment at the rank of assistant professor hinges on departmental evaluation of teaching effectiveness and scholarly potential. For promotion to associate professor, ordinarily, the individual should have demonstrated sufficient promise and achievement to qualify for tenure at a major institution within three to five years. Within broad guidelines, procedures and criteria for promotion to tenure vary by department. Specific information is available from the department chair, and in the Faculty Appointment Handbook.

IV. LEAVES OF ABSENCE

A. Paid Research Leave (Junior Faculty Leave)

1. Eligibility: Paid leave is available to assistant and associate professors holding full-time appointments of five or more years in "alpha" departments, (these exclude Applied Sciences, Astronomy, Molecular and Cellular Biology, Organismic and Evolutionary Biology, Chemistry, Earth and Planetary Sciences, Economics, Mathematics, Physics, and Statistics. Faculty in these "beta" departments are not entitled to paid leave, but receive somewhat higher salaries). Faculty who have held appointments as lecturers immediately preceding their current appointments may petition the Dean to count the full-time year(s) served as a lecturer toward eligibility for a junior faculty leave. It should be noted that time taken as junior faculty leave is counted as time in residence, and does not extend eligibility for further non-tenured appointments. Benefits are continued while on paid leave.
2. Duration: One term with full pay (or a full academic year at half-pay) during the assistant professor contract, ordinarily taken in the third or fourth year. An additional term with full pay, or year at half pay, is granted following promotion to associate professor.

B. Unpaid Research Leave

1. Eligibility: Available to all assistant and associate professors, based on the approval of the department chair. Faculty members on unpaid leave can continue to participate in benefits programs; they will be billed for premiums due and the University will continue to cover its share of the costs.
2. Duration and Timing: One term or one academic year. While all leaves must ordinarily be preceded and followed by at least six terms of active duty in residence, the Dean may grant an exception to the residency requirement, provided that the department chair supports the request and the department can fully cover its instructional program.

Please note that a total of four semesters of leave (paid and/or unpaid) may ordinarily be taken during the eight years in the non-tenured faculty ranks.

C. Parental Leave, Teaching Relief, and Parental Extension Policies

Major provisions of these policies:

1. Paid maternity leave of up to eight weeks may be taken for pregnancy and childbirth.
2. Paid paternity leave of one week at full pay may be taken for birth or adoptive fathers.
3. Full-time teaching relief for one term or half-time teaching relief for a year are available (note that this is available in lieu of maternity or paternity leave) to a faculty member who assumes primary childcare responsibilities for a newborn or newly adopted child; and
4. An extension of appointment may be granted for faculty parents of newborn or newly adopted children under certain circumstances.

More detailed statements of these policies are available through the department administrator or the Office for Academic Affairs.

APPENDIX II
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PRINCIPAL SERVICES AND PROGRAMS

What follows is a brief summary of selected policies and perquisites relating to assistant and associate professors in the Faculty of Arts and Sciences. Further information about any of these items may be obtained from the department chair or from the contact person listed for each office.

Relocation Expenses

Details about moving arrangements and payment are available from Tom Skerry, the Faculty Financial Administrator, at 495-0443.

Housing

Each eligible junior faculty member will receive a yearly Housing Supplement, to be paid in semi-annual installments (less required tax withholding) included with the September and February paychecks. The Housing Supplement helps to defray some of the cost of living in the greater Cambridge/Boston area and may be used according to your needs, without restriction.

Harvard's Planning and Real Estate department serves as the University's central resource for locating off-campus housing. Faculty members interested in obtaining general information on the local real estate market including non-Harvard owned rentals, listings of houses/condominiums for sale, and current mortgage rates may contact the Faculty Real Estate Advisor at 495-8840. Faculty members interested in renting an apartment in Harvard's Affiliated Housing should contact the Affiliated Leasing Coordinator at 495-1459 to obtain information and a housing application.

Research Funding

Faculty members receive an annual research allocation of \$1,000 per academic year, which may be used for any research-related expenses, including books, travel, participation in professional meetings, and so on. Any unspent balance in a year will carry forward into succeeding years. Information is available from the department administrator or the FAS Financial Office at 495-9729. For faculty in "alpha" departments, in the first year, an additional award of \$2,500 is made, to assist in the purchase of a suitable computer and software. Any unspent balance remains in the faculty member's research account.

A number of specific funds are also available to provide support for faculty members' research. Information is circulated annually, including eligibility guidelines and application procedures. Details can also be obtained from your department chair or from the website of the FAS Financial Office (www.fas.harvard.edu/~finance).

Research Assistant Support: The Junior Faculty Work Study Program

The Graduate School of Arts and Sciences (GSAS) administers an annual research assistantship program funded by the Federal Work/Study Program and the Dean of the Faculty of Arts and Sciences. Individual awards of up to \$2,500 (representing about 200 hours of assistance) are available to assistant and associate professors in the humanities and the social sciences on a first-come, first-served basis. Under this program, a junior faculty member may employ a GSAS student who is eligible for the Work/Study Program. An announcement of the program and application forms for the next academic year are sent to the appropriate department chairs and department administrators in late spring. For details, call Cece Grady in GSAS at 495-5396.

Benefits

Harvard University offers a comprehensive package for faculty including: health and dental plans, life insurance, a total disability plan, a retirement plan, business travel insurance, and flexible spending accounts for dependent care and/or medical and dental expenses. Details can be found in the *Benefits Choices* information packet, available through department administrators and the benefits office.

Please note that the election of benefits plans must be made within 30 days of the start date of the appointment and cannot then be changed until the annual election period (held each fall) unless you experience a change in family status.

Faculty and Staff Assistance Programs

This program is a free, confidential service available to all faculty and their immediate family members. The professional staff provide information and referrals concerning persistent personal problems such as emotional stress, alcohol, drugs, financial, legal, elderly parent issues and family life troubles. To discuss a problem or for more information about this service, call 495-HELP.

Athletic Facilities

All athletic facilities at Harvard are available to faculty members upon presentation of a University I.D. Faculty members can either pay \$5 per use or purchase, for a modest fee, an academic year athletic participation sticker (individual or family). Fees for summer participation stickers are slightly higher. Stickers may be purchased at the Harvard Athletic Ticket Office, located on the first floor of the Murr Center. For further information, call 495-2211.

Harvard Neighbors

Harvard Neighbors is a social and service organization for Officers of the University and their spouses which fosters interaction among the members of the University. The programs and activities provide members with the opportunity to make supportive friendships while learning about Harvard and the Greater Boston community. In addition, the Harvard Neighbors office (17 Quincy Street, side entrance) is a resource center for information regarding University and community events, opportunities and facilities. Members of the University are encouraged to call Jacoba Von Gimborn, Coordinator, for further information at 495-4313.

Foreign Nationals

The Harvard International Office (eighth floor, Holyoke Center, 495-2789) provides services for the University's international students, international faculty and their families. The staff provides expert advice on immigration and visa matters, and offers orientation programs and written material to assist families adjusting to Harvard and the Cambridge/Boston area. In addition, the office has ongoing programs for spouses which include English courses, discussion groups and other activities.

Harvard Travel and GE Capital Corporate Card

Located on the third floor of 39 J.F.K. Street, the Harvard Travel Center is an internally managed travel services team that provides Harvard travelers with a full menu of customized travel services. The Harvard Travel Center's primary goal is to serve Harvard faculty, staff and students traveling on University business. In addition, highly qualified travel professionals can help with personal travel arrangements. Travel counselors guarantee the lowest published airfares as well as offer specially negotiated Harvard airfares, hotel rates, car rental rates and sedan service rates. Harvard negotiated airfares are available exclusively at the Harvard Travel Center. For travel arrangements, please call 617-496-8000.

A GE Capital Corporate Card is available to facilitate prompt and efficient business expense management. Upon completion of an expense report, Harvard will send payment directly to GE Capital.