



MODEL MGH EMPLOYMENT LETTER: RESEARCH FELLOWS

[INSERT DATE]

[INSERT NAME OF CANDIDATE]

[INSERT ADDRESS]

[INSERT ADDRESS]

Dear [INSERT NAME]:

Thank you for your interest in joining our laboratory and the research communities at the Massachusetts General Hospital (“MGH”) and Harvard Medical School (“HMS”). I hope our recent conversations have given you a sense of the remarkable opportunities for research and collaboration at the MGH. Based on your promising research career and mutual interests, I am pleased to offer you the position of Research Fellow in the **[INSERT NAME OF DEPARTMENT/CENTER]** working in my laboratory at the MGH, beginning on [INSERT START DATE].

I look forward to working together on **[description of research projects, expectations, responsibilities]**.

Your employment will commence with an initial salary of **[\$[INSERT ANNUAL SALARY]** per year. In addition, you will be eligible for certain employee benefits, including a monthly Benefits Credit to help defray the costs of purchasing healthcare coverage. The MGH offers a comprehensive benefits program to choose from including a broad spectrum of medical insurance plans, a prescription drug plan, two dental insurance plans, a vision care plan, a pre-tax flexible spending account, long-term disability insurance, life insurance, accidental death and dismemberment insurance plans, a tax sheltered annuity program, and long term care coverage. The MGH also offers a fitness benefit to employees to join the MGH/Charles River Park Fitness Center at a discounted membership rate. To obtain further details about these benefits, you should contact the Professional Staff Benefits Office at 617-726-9267. Please be aware that your employment is contingent upon adequate funding from research grants or other outside sources to fully support your salary and benefits.

In acknowledgement of the need for a beneficial work-life balance, Research Fellows at the MGH are entitled to three weeks paid time off per year to be used annually for vacation or sick time. Research Fellows are encouraged to make use of vacation time annually as any unused time does not carry over beyond the appointment year in which it was accrued, or to subsequent reappointments to the Professional Staff, nor does it pay out upon termination of employment with the MGH.

I will recommend you for appointment to the Non-Clinical Professional Staff at the MGH as a Research Fellow. Your appointment is contingent upon successful credentialing by the MGH Registrar/Credential Unit. As you may already be aware from our previous discussions, the Research Fellow appointment is intended to be a training

position at the MGH and to provide valuable experience to support and facilitate the transition towards an academic career or other professional path. Therefore, consistent with MGH policy, your appointment as a Research Fellow may not exceed five years from the date of your initial employment. By then, it is expected that you will move into another position, either at the MGH or elsewhere. Research Fellow appointments are reviewed and processed annually. The **[INSERT NAME OF DEPARTMENT/CENTER]** will also propose that you be appointed as a Research Fellow at the Harvard Medical School, however, final approval of this appointment rests with HMS.

[In addition to successful credentialing, your employment and appointment at the MGH will be subject to your securing an appropriate temporary visa through the Hospital’s International Office. Because the Research Fellow position is a short-term training position limited to five years, it cannot be the basis for a permanent visa petition. The Partners Office for International Staff, Scholars & Students (“PIO”) may be reached at 617-726-9211.]

The MGH Guidelines for Research Fellows provide details on your rights and responsibilities as an MGH postdoctoral fellow; a copy of this policy is enclosed. In addition, as an employee of the MGH, you will be subject to all applicable policies of the Hospital, including the Professional Staff Bylaws of the MGH and the Partners HealthCare System Research Integrity Policy, both of which are enclosed.

This arrangement may be terminated without cause by either you or the MGH. Research Fellows are expected to provide at least thirty (30) days prior written notice should they decide to terminate the appointment. Consistent with HMS policy, faculty mentors wishing to terminate the arrangement are generally expected to provide ninety (90) days prior written notice. Either party also may terminate this arrangement for cause at any time.

Please sign this letter below, indicating that you agree to the terms of this employment as outlined above, retain a copy for your records and return one copy to the attention of **[Department Administrator]**, Massachusetts General Hospital, _____, Boston, MA 02114.

I am delighted at the prospect of your joining us here at the MGH and look forward to working with you.

Sincerely,

[PI name and title]

Research Fellow

Date

Cc: Jeff Davis, Human Resources
Tayyaba Hasan, Office for Research Career Development