

PAID VISITING SCHOLAR/FACULTY OFFER LETTER TEMPLATE

DATE

Visiting Scholar/Faculty Name
Department
Home institution name
Address

Dear Visiting [Scholar/Faculty]:

Upon the review of the recommendation of Professor [name], I am inviting you to join us as a Visiting [Scholar/Faculty] in the [department] at the [college] at Northeastern University's Boston Campus ("Northeastern"), to [conduct research] from [start date] to [end date].

I understand that you are currently a [position] at [name of institution/entity and city/state/province/country], and will remain employed at [name of institution/entity] while you are a Visiting [Scholar/Faculty] at Northeastern. If your affiliation with [name of institution/entity] changes, you are required to notify [name of college contact] immediately. At all times during the period of this visiting appointment, you will be responsible for the payment of your travel and living expenses, including health care, through non-Northeastern sources.

During your time at Northeastern, you will be paid total of [\$XX], at the hourly rate of [\$XX], payable in [weekly/bi-weekly/twice a month] installments over the period of your visit.

The Office of Global Services (OGS) collaborates with Northeastern's academic departments and colleges to support visiting scholars and faculty who are hosted at Northeastern to engage in their research objectives. OGS offers a variety of cultural events and programs throughout the year that we invite you to learn about and to participate in to enrich the quality of your experience at Northeastern and in the United States.

All visiting scholars and faculty are expected to embrace and enforce a culture of safety in university activities and research. If your research or other academic activities (e.g., teaching laboratories, field work, travel) involve hazards to individuals or the environment, you are expected to uphold the Northeastern policy on environmental health and safety, the rules of university committees on safety, and best practices in your field or work.

As a leader in experiential learning, global engagement, and interdisciplinary research, the university's commitment to excellence is unsurpassed. You will find Northeastern a welcoming diverse community that focuses on the institution's overarching mission: educating students for a life of fulfillment and accomplishment; and creating and translating knowledge to meet global and societal needs.

Early on in your visit, you will need to familiarize yourself with and abide by the Professional Standards and Business Conduct Policy and all other university policies and procedures that pertain to you. These policies may evolve over time and are subject to change. University policies can be found at www.northeastern.edu/policies.

From time to time, you may be required to participate in training programs, including the online Workplace Harassment Prevention program, which should be completed within the first 30 days of

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your visit. I encourage you to visit our online onboarding resource on the Human Resources Management webpage (<https://www.northeastern.edu/hrm/newhires/resources.html>). The site provides valuable information about the university as well as access to required training and a wide range of available resources and programs.

In connection with your Visiting [Scholar/Faculty] appointment, you may be supplied with or have access to confidential and proprietary information relating to Northeastern. It is important for you to understand that any unauthorized or inappropriate use, appropriation, reproduction or disclosure of such information supplied by and relating to Northeastern is prohibited.

[INSERT FOR EMPLOYEES ONLY – In compliance with the Immigration Reform and Control Act, you must provide proof of eligibility to work in the United States by completing the Form I-9. Once we are in receipt of your signed acceptance of this offer, the Northeastern University I-9 Service Center will send you complete instructions on how to complete Section 1 of Form I-9 electronically. Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should only be completed after you have accepted the job and remitted your signed offer letter. Northeastern University must complete Section 2 of Form I-9 within three (3) business days of the date employment begins and the employee must provide the appropriate documentation. Any employee who fails to complete Form I-9 within the timeframes listed above cannot continue to work at Northeastern. Please note that Northeastern is an E-Verify employer. Continuation of your employment is also contingent upon your obtaining and/or maintaining appropriate work authorization.]

This letter represents the entire agreement between you and Northeastern, and supersedes any and all other prior written or oral agreements regarding this visiting appointment. The terms of this letter and appointment may only be amended or modified in writing by an authorized Northeastern representative.

We look forward to having you with us as a Visiting [Scholar/Faculty] in the [department] in the [college] at Northeastern's Boston Campus. If the terms outlined above are acceptable, please sign this letter where indicated below and return to [HRM key contact name] (email address). If you have any questions, please feel free to contact Professor [name] at [email address, office location, phone number].

We look forward to welcoming you to Northeastern University.

Sincerely,

Dean or Associate Dean for Faculty

I accept all the terms of this appointment as set forth above and I agree to adhere to all of the policies and procedures of Northeastern University.

DATE

[Name of Visiting Scholar/Faculty]