



Department of Astronomy
Harvard University

Harvard College Observatory
60 Garden Street, MS 46, Cambridge, MA 02138

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Special Appointments in the FAS Department of Astronomy

Harvard's program in astrophysics is greatly enhanced by the alliance between the Harvard Astronomy Department and the Smithsonian Astrophysical Observatory (SAO). While this relationship aims primarily to enhance the research effort, SAO researchers have often participated in other activities of the Astronomy Department within the framework of their present positions. Such efforts include mentoring of graduate and undergraduate students, teaching of courses, and participating on departmental committees.

The Department of Astronomy offers *Lecturer* appointments to SAO staff to formalize these relations. (See below for a description of the formal appointment procedures.) In cases of more long-term and exceptional contributions, a SAO staff member may be nominated to an appointment as *Affiliate in Astronomy, Lecturer* and *Affiliate* appointments affirm the importance of SAO researchers to the teaching, advising, and recruiting missions of the Department. These appointments can also serve to introduce these SAO researchers to the broader student body beyond their immediate advisees or class interactions. Once appointed, these SAO researchers are encouraged to participate in the planning of the related undergraduate and graduate programs through memberships on committees and attending prescribed faculty meetings. Both Lecturer and affiliate appointments are zero-time, unpaid appointments.

SAO staff members who may be interested in such appointments should discuss with their supervisor how any potential Departmental activities would fit within their overall job description and salary support. The Department is able to apply for principal investigator rights for *Lecturers* and *Affiliates* based on their specific needs. The office of the Dean of Science negotiates principal investigator rights for all other types of appointments in the Sciences.

Any SAO staff member or other adjunct faculty members who wish to formally offer their expertise to the Department of Astronomy are welcome to make an appointment with the Chair to explore these possibilities.

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Lecturer

The *Lecturer* appointment is appropriate for SAO researchers who are teaching a Harvard course or who are the principal research advisors for Harvard graduate students or for undergraduate seniors who are writing senior theses. A Lecturer must hold a doctoral degree. Appointments are for three years, subject to performance review (and typically renewal) by the Chair of the Department.

Lecturers normally attend the first Department faculty meeting of each semester and can volunteer their interest to serve on Departmental special committees, as needed.

SAO researchers interested in a lectureship appointment should approach the Department Chair. We anticipate that the holders of lectureship positions will vary considerably over years as SAO researchers take on student advisees and choose to teach courses.

Affiliate in Astronomy

The *Affiliate* appointment is appropriate for a Lecturer who has a sustained and extensive engagement in teaching, mentoring, and service with the Department. While the balance of activities between these three categories can vary, a commitment to teaching is a requirement of the position, at a minimum, one course every two years.

Affiliates will be invited to Departmental faculty meetings, save for portions related to faculty appointments and promotions, senior faculty recruitment, and other sensitive appointments. They do not have formal voting rights but are encouraged to contribute actively to the meetings.

Affiliates are appointed for fixed terms, no more than three years, with reappointments subject to review of the intellectual rationale for the appointment and the level of the affiliate's involvement. The Department of Astronomy will initiate consideration of such appointments based on a nomination letter from a faculty member. The faculty will review and approve the appointment, and submit a request to the FAS Assistant Dean for Science.

Senior Lecturers and Senior Research Fellows

In very rare cases where circumstances might warrant it, a SAO staff member may be proposed for an appointment as Senior Lecturer (faculty appointment) or Senior Research Fellow (research appointment) in the Department of Astronomy. Such appointments are processed in accordance with FAS policy.

Senior Lecturer appointments, either full-time or part-time, are reserved for instructors who have demonstrated excellence in teaching. Senior lecturers ordinarily have taught within the ladder ranks at a university or peer undergraduate institution. Appointments are made for a

term of up to five years and are renewable contingent upon review by the FAS Dean.

Senior Research Fellows provide an individual greater independence in carrying out independent research necessary to the programs of several Harvard faculty members. Such appointments are of unspecified duration and imply that the University anticipates a continuing need for the individual's service. However, in the event that the need disappears and no suitable alternative employment is available within the University, the appointment may be terminated on twelve months' notice, or less if specified by prior written agreement. The appointment, subject to review by the FAS Dean of Science, is ordinarily full time, with exceptions requiring justification.