



Department Transfer CHECKLIST

Please submit as ONE pdf in the following order:

- eTAD signed by both the releasing and the new department heads
- Brief nominating letter by new department head, including title, requested, dates, description of role, mentor name
 - Note: division chiefs do not have appointing authority. We therefore require department head sign off on all requests.

Checklist:

- Do the start and end dates on the eTAD match the dates on the nominating letter?
- Are all the fields on the eTAD corrected to match the details of the requested appointment? (e.g. is the end date correct, the title correct, the new job code and job location correct?)
- Is the candidate's name consistent across eTAD/letter/other documentation?
- Is the requested title consistent on all documents?
- Is your document and email subject line titled using the HMS OFA file naming convention? (**Last, First.xfer**) (ex. Harvard, John.xfer)
- Please email to facappt@hms.harvard.edu