



Materials Required for Submission for Promotion to the Rank of Professor CHECKLIST

Please electronically submit the following materials to the Office for Faculty Affairs at professorial.materials@hms.harvard.edu . Please ensure that all materials are complete prior to submission, and **all documents are sent as separate files**, at the same time.

- Nominating letter from the department head
 - Please include the Statement of Integrity and Professionalism:

“Dr. X is a faculty member in good standing with an appropriate hospital appointment and associated credentialing (*for clinical faculty*). To the best of my knowledge, other than as may be indicated in this letter, Dr. X has not been sanctioned or disciplined by a hospital, state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no current investigations or other concerns known to me that raise questions about his/her integrity, professionalism, competence, or the quality of his/her contributions as a faculty member of Harvard Medical School.”
- Approval letter from the HMS Executive Committee (for clinical departments) or the PCC/SSC (for basic and social science departments)
- Recommended Reviewers List Excel outlining suggestions for letter writers, comparands, and *ad hoc* members
 - This list should be submitted using the excel template named “Recommended Reviewers List Excel for Promotion to Professor TEMPLATE” (with no formatting changes) and must be approved by either the department’s HMS Executive Committee or the PCC/SSC. Departments should indicate this approval by checking the box in the top left corner of the excel template
- Candidate’s CV in Faculty of Medicine format
 - Please note that the CV must include a narrative report
- Annotated bibliography of the candidate’s ten most significant scholarly works
- PDF files of the candidate’s ten most significant scholarly works
 - If scholarly works are in a form not easily converted into a PDF/electronic format, please contact the OFA