



2017 Annual Reappointment RAAP Instruction GUIDE

Reappointment of Annual Faculty: due Friday April 28, 2017

The annual faculty appointments of Instructor, Lecturer, and Corresponding Member of the Faculty must be reviewed and confirmed *before May* each year for reappointment on July 1. All faculty appointments require a minimum of 50 hours of teaching per year in the Harvard community, and HMS accreditation policy requires that we document the scheduled teaching activity of annual faculty on an annual basis. If you are unable to document teaching for a faculty member in 2017, you may reappoint if you note the scheduled teaching activities for the upcoming year. If you are unable to document teaching for a second consecutive year, you should terminate the appointment.

The HMS Medical Area Reporting System (MARS) provides a report titled **Review of Annual Appointments Instructors/Lecturers/COM Report** that facilitates this process. The data in this report is used to review and expedite the processing of the large volume of reappointments processed by the Office for Faculty Affairs. **RAAP reports must be completed and sent to our office as an Excel file by Friday April 28.**

The data in this RAAP report includes the following faculty up for reappointment:

- Instructor, full and part-time
- Lecturer, full and part-time
- Member of the Faculty
- Corresponding Member of the Faculty

The RAAP report output serves 3 purposes:

- To confirm the reappointment for those appointees to be reappointed for the new academic year effective July 1
- To identify termination of appointees who have left or will be leaving
- To enable Faculty Affairs to update faculty records with teaching and faculty development information

There are separate reports for term and non-faculty reappointments, as listed below:

- **Term Reappointments** (*due to Faculty Affairs*)
Assistant Professors, Associate Professors, Three year Senior Lecturers, Principal Associates, and Professors, Part-time
- **Non-Faculty Academic Appointments** (*due to Human Resources*)
Research Associates, Associates and Research & Clinical Fellows

Getting Started: Access and Run the RAAP Report on MARS

1. MARS (Medical Area Reporting System) is accessed from the Applications box on the [eCommons](#) home page, after log in
2. From MARS, click on **Main Menu** in the crimson banner at the top left of the page.
3. On the next screen, click on **HR Reports** on the right
4. Click on **Employee and Job Lists**
5. Click on **Review of Annual Appointments Instructors/Lecturers/MOF**



Run the department RAAP report for Instructors, Lecturers, Members of the Faculty and Corresponding Members of the Faculty

IMPORTANT: The format of this RAAP report is significantly different from the Fellows RAAP report.

1. Select your **Department** from the drop down list
2. The report may also be run by **Division** for departments that have provided division data
3. The report may also be run for a specific **Location**
4. Once you have selected your criteria, click **Continue**

Medical Area Reporting System

► Main Menu ► User Menu ► Settings ► Jobs ► Output ► Logout

Review of Annual Appointments Instructors/Lecturers Criteria

HR Department: *All Departments
 Anaesthesia-Beth Israel Deaconess (100147)
 Anaesthesia-Boston Children's Hospital (100139)
 Anaesthesia-Brigham and Women's Hospital (100156)
 Anaesthesia-Massachusetts General Hospital (100164)
 Biological Chemistry & Molecular Pharmacology (100160)
 Cell Biology (100165)
 Dermatology-Beth Israel Deaconess (103356)
 Dermatology-Brigham and Women's Hospital (103355)
 Dermatology-Massachusetts General Hospital (100152)

Division: *All Divisions
 Adm-House Staff
 Administration
 Adolescent Medicine
 Adult Oncology
 Aging

Location: *All Locations
 1 Oxford St. Science Ctr
 100 Old Causeway Rd. Concord
 107 Lincoln St
 12 Oxford St. Conant Chem Lab
 1350 Mass Ave. Holyoke Ctr
 1430 Mass Ave
 15 Eliot St. Taubman Bldg
 16 Divinity Ave. Biological
 1805 Cambridge St. Littauer

mars_support@hms.harvard.edu

1. Specify the report's **Output Format**:
2. Select **Excel Spreadsheet** from the drop down menu.
3. *Do not modify the Type of Output and User Description defaults.*
4. Click **View Report**.

Medical Area Reporting System - Internet Explorer

https://itmrsp01.med.harvard.edu/cgi-bin/pbis70.dll/repav2/loqr

File Edit View Favorites Tools Help

Medical Area Reporting System

► Main Menu ► User Menu ► Settings ► Jobs ► Output ► Logout

Output options

Output format: (Dropdown menu: Adobe Acrobat PDF File, Excel Spreadsheet, Comma Separated Values, HTML Table)

Delete report output after: (Dropdown menu)

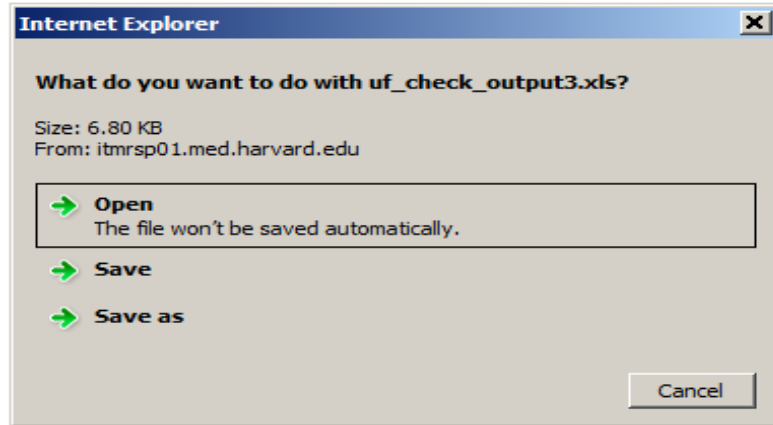
Type of output: (Dropdown menu)

User description:

mars_support@hms.harvard.edu



1. **Save the RAAP spreadsheet to your computer.**
2. Once MARS has generated the report, a dialog box will prompt the user to open or save the file.
3. **Save as** to your computer, using the following naming convention: *DEPARTMENT NAME.LOCATION.RAAP*
Examples:
Medicine.BWH.RAAP.xlsx
Genetics.HMS.RAAP.xlsx



Note: The MARS Excel output is version 1997-2003 xls. You may need to save as .xlsx depending on your computer's operating system.

Prepare the RAAP Spreadsheet

The RAAP spreadsheet lists all current Instructors and/or Lecturers, both full-time and part-time as well as any Corresponding Members of the Faculty and Member of the Faculty holding appointments with an end date between the day you run the report and December 31 of the current calendar year. The majority will have an end date of June 30. **Note: do NOT use this method to reappoint a Member of the Faculty beyond the one-year limit for such an appointment. They are included on this roster as a useful tracking tool for you.**

You may sort the Excel spreadsheet by Job Code Description, Division (if your department has provided Division information) or any other sort that will assist you in completing the process. You may also expand column widths, wrap column headings, or hide columns to assist you while you work.

Timely reporting of faculty and appointees who have left Harvard is very important as many other business processes rely on this information. **We therefore recommend that you process terminations prior to RAAP via eTAD** well ahead of your RAAP submission. However, if you have not previously done this by eTAD, you may use the RAAP process to update this information. Using the Excel spreadsheet, first identify your department's **terminations**, and cut and paste these into a second worksheet labeled *TERMINATIONS* in your Excel Workbook. Once you have created a new worksheet, for the faculty you are terminating:

Enter the effective date of the termination in Column **J, Termination**.

- If an appointee is due to leave on June 30, use 07/01/2017
- If an appointee is due to leave on September 14 use 9/15/2017

You may enter a termination reason code in column **V** (reserved for **Notes**). This is optional, not required. We will use **VNO** as a default. Use:

- **VNO** if the person has Resigned, Quit, or Other reason

Updated January 2017



- **RET** if the appointee has Retired
- **DEA** if the appointee is Deceased

Next Step: Complete the RAAP Report

On the worksheet containing the individuals you wish to reappoint, record the appropriate teaching and mentor information. It is helpful, but not obligatory, to label this worksheet *REAPPOINTMENTS*.

The Teaching Categories (reported in **hours per year**) are:

- Teaching of Students in Courses (Harvard Medical, Dental, Masters, Doctoral or Undergraduate Students)
- Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs)
- Clinical Supervisory and Training Responsibilities
- Laboratory and Other Research Supervisory and Training Responsibilities
- Formally Supervised Trainees
- Formal Teaching of Peers (e.g., CME and other continuing education courses)
- Local Invited Presentations at a Harvard affiliated institution
- Mentoring Trainees and Peers
- Educational Administration and Service

In this sample (with dummy data), we have sorted by Job Code Description and then by last name. Note columns J and V referenced above:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
	Employee ID	Rcd	Last Name	First Name	JobCode	Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment End Date	Date of career conference	Name (Last, First, Middle)	Hours Teaching Students in Courses	Hours Formal Teaching Residents, Fellows, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Research Supervision and Training	Hours Formal Teaching of Peers (eg, CME)	Hours of Local Presentations	Mentoring	Educational Administration	
1	XXX61410	0	Glenn	David	Corresponding Mmbr	HMS*Medcn-BIDMC	HMS0051		6/30/2017														
2	XXX48216	0	Belanger	Jean	HMS/HSDM Instructor	HMS*Medcn-BIDMC			6/30/2017														
3	XXX81039	0	Beruti	Marco	HMS/HSDM Instructor	HMS*Medcn-BIDMC			6/30/2017														
4	51XXX827	0	Castro	Estefania	HMS/HSDM Instructor	HMS*Medcn-BIDMC			6/30/2017														
5	3092XX2	0	Harris	George	HMS/HSDM Instructor	HMS*Medcn-BIDMC	HMS0032		6/30/2017														
6	9077XXX5	0	Sobieski	Jane	HMS/HSDM Instructor	HMS*Medcn-BIDMC	HMS0037		6/30/2017														
7	7079XX2	0	Yei	Lucy	HMS/HSDM Instructor	HMS*Medcn-BIDMC			6/30/2017														
8	2079X483	0	Al-Khemi	Syed	Lecturer (Annual)	HMS*Medcn-BIDMC			6/30/2017														
9	900563XX	0	Dienno	Peter	Lecturer (Annual)	HMS*Medcn-BIDMC			6/30/2017														
10	6056XXX9	0	Hoffman	Anita	Lecturer (Annual)	HMS*Medcn-BIDMC			6/30/2017														
11	7XXX7406	0	O'Brien	Justus	Senior Lecturer (Annual)	HMS*Medcn-BIDMC			6/30/2017														
12	8XX98207	0	Peducci	Alessia	Member of Faculty	HMS*Medcn-BIDMC			6/30/2017														
13	9XX71473	0	Phillips	Constance	Member of Faculty	HMS*Medcn-BIDMC	HMS0105		6/30/2017														

To Reappoint Instructors

Enter a New Effective Date of **7/1/2017** in Column **I** and the New Appointment End Date of **6/30/2018** in column **K** and complete the information for columns **L through U** to satisfy the annual documentation for Instructors.

Please use column **V** for any comments or special instructions you wish to communicate with our office, including any notes to the faculty file that might explain variances in faculty teaching or mentoring for the year.



Sample:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Employee ID	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment End Date	Date of career conference	HMS Mentor Name (Last, First, Middle)	Hours Teaching Students in Courses	Hours Formal Teaching Residents, Fellows, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Research Supervision and Training	Hours Formal Teaching Local (eg, CME)	Hours of Peers Invited Presenta tion(s)	Hours of Presenta tion(s)	Educational Admi nistrat ion	
1	XXXX61410	0	Glenn	David	Corresponding Mm	HMS*Medcn-BIDI	HMS	6/30/2017	7/1/2017		6/30/2018	4/15/2017	Lukas, James A.									
2	XXX48216	0	Belanger	Jean	HMS/HSDM Instruct	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018	1/10/2017	O'Brien, Justus						43			Onboarded this year. Building hou
3	XXXX81039	0	Beruti	Marco	HMS/HSDM Instruct	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018	11/10/2016	Diunno, Peter			1000						500
4	51XXX827	0	Castro	Estefania	HMS/HSDM Instruct	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018	4/15/2017	Lukas, James A.		1350							
5	3092XXX2	0	Harris	George	HMS/HSDM Instruct	HMS*Medcn-BIDI	HMS	6/30/2017	7/1/2017		6/30/2018	4/15/2017	Lukas, James A.				1300					
6	9077XXX5	0	Sobieski	Jane	HMS/HSDM Instruct	HMS*Medcn-BIDI	HMS	6/30/2017	7/1/2017		6/30/2018	4/15/2017	Lukas, James A.	1200								
7	7079XXX2	0	Yei	Lucy	HMS/HSDM Instruct	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018	4/15/2017	Lukas, James A.									
8	207X483	0	Al-Khemi	Syed	Lecturer (Annual)	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018											50
9	900563XX	0	Diunno	Peter	Lecturer (Annual)	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018											80
10	6056XX9	0	Hoffman	Anita	Lecturer (Annual)	HMS*Medcn-BIDMC		6/30/2017	7/1/2017		6/30/2018											
11	70XX7406	0	O'Brien	Justus	Senior Lecturer (Anr)	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018											100
12	8XX98207	0	Peducct	Alessia	Member of Faculty	HMS*Medcn-BIDI		6/30/2017	7/1/2017		6/30/2018											PnR review pending
13	9XX71473	0	Phillips	Constance	Member of Faculty	HMS*Medcn-BIDI	HMS	6/30/2017	7/1/2017		6/30/2018											Prof review pending

Helpful Hints:

- Annual reappointment should always be through June 30 of the following year
- If someone is in the process of being promoted, reappoint so they remain active during the promotion process
- **Columns L and M are only applicable to Instructors.** Lecturers and Corresponding Members of the Faculty, and Members of the Faculty do not require a career conference or a HMS Mentor name
- Do not send our office more than one version of your reappointment spreadsheet. Modifications or updates after the first submission should be done via eTAD

To Reappoint Lecturers and Corresponding Members of the Faculty:

Enter a New Effective Date of **7/1/2017** in Column I and a New Appointment End Date of **6/30/2018** in column K, and for Lecturers, also complete the information for columns N through U to satisfy the annual teaching documentation for Lecturers. Mentor and Conference data are **not** required for Lecturers, but teaching hours must be reported.

Corresponding Members of the Faculty may be contributing to your department in other ways than teaching. They are the only rank that might reflect 0 teaching hours. However, please make sure you indicate you wish to reappoint for the upcoming year by including the individual on this list and entering a new appointment effective and end dates. Otherwise, send us an eTAD or add the record to your termination worksheet as instructed above.

Note: Member of the Faculty appointments should not exceed a one year period. If any Member of the Faculty appointments are captured in the RAAP report, please contact our office with a written request for an exceptional extension if you foresee any delay in the promotion or appointment to a ladder appointment; do not use this method to “reappoint”.

Final Step: Submit your report to OFA

Return your RAAP sheet no later than **April 28, 2017** using the following naming convention: **DEPARTMENT NAME.LOCATION.RAAP2017** by emailing to facppt@hms.harvard.edu, with a cc to your appointing department head.



Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet. Without this cc we cannot process these reappointments.

For more information concerning your annual faculty reappointments, please contact us at: facappt@hms.harvard.edu, or

- call 617-432-2702 to speak with Katie Chasson or Greg Demetriou, or
- call 617-432-3178 to speak with Yvette Jusseaume

If you are the principal administrator of annual reappointments for your department and need access to MARS to run this report, please contact Jennifer Galbraith Ryan at jennifer_ryan@hms.harvard.edu.