



Evaluation Letter Requirements for Assistant Professor CHECKLIST

Promotion to Assistant Professor:

- Minimum of 4 letters - writers must be at rank of Associate Professor or above
 - At least 2 internal
 - At least 1 external (outside Harvard University)
 - The 4th letter could be either internal or external

Promotion to Assistant Professor by Longer Service Criteria:

- Minimum of 3 letters - writers for Longer Service candidates only must be at rank of Assistant Professor or above
 - At least 2 internal

Joint promotion in 2 departments to Assistant Professor at the same time:

- Minimum of 6 letters - writers must be at rank of Associate
 - At least 4 internal (2 for each department)
 - At least 2 external (outside Harvard University, one for each department)

First appointment to Assistant Professor:

- Minimum of 4 letters - writers must be at rank of Associate
 - At least one letter from outside prior home institution(s) and not from Harvard
 - If joint with another HMS/HSDM department, at least 6 letters are required with at least 2 from outside prior home institution(s) and not from Harvard
 - If candidate has been at HMS/HSDM for 2 years or more with a holding appointment, the letter requirements for promotion are applicable

Secondary appointments (not joint with original appointment, not done subsequent to appointment to 1st Assistant Professorship):

- Minimum of 4 letters - writers must be at rank of Associate Professor or above
 - At least 2 internal
 - At least 1 external (outside Harvard University)
 - The 4th letter could be either internal or external
 - Letter from Primary department supporting the secondary appointment