



## 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 4<sup>th</sup> 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), it may not be from a member of the Harvard Search Committee
  - 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 4<sup>th</sup> letter could be either internal or external
  - Letter from Primary department supporting the secondary appointment