



## GLOSSARY

### for the Faculty of Medicine Governance, Appointment and Promotion Handbook

**ACA:** Office of Academic and Clinical Affairs

**Academic Deans:** Liaisons between HMS and some of its major affiliates around academic matters.

**ad hoc Committee:** Committee formed for one time task of reviewing a professorial promotion.

**ad hoc Search Review Committee:** Committee formed for one time task of reviewing a professorial appointment that is recommended by a search committee.

**Affiliate:** One of the following 16 institutions affiliated with HMS (15) or HSDM (1):

- Boston Children's Hospital (BCH)
- Beth Israel Deaconess Medical Center (BIDMC)
- VA Boston Healthcare System (VABHS)
- Brigham and Women's Hospital (BWH)
- Cambridge Health Alliance (CHA)
- Dana-Farber Cancer Institute (DFCI)
- Forsyth Institute – *HSDM affiliate*
- Harvard Pilgrim Health Care Institute (HPHCI)
- Hebrew SeniorLife (HSL)
- Joslin Diabetes Center (JDC)
- Judge Baker Children's Center (JBCC)
- Massachusetts Eye and Ear (MEE)
- Massachusetts General Hospital (MGH)
- McLean Hospital (McL)
- Mount Auburn Hospital (MAH)
- Spaulding Rehabilitation Hospital (SRH)

**Area of Excellence (AoE):** Major area of a faculty member's expertise, achievement and impact as evaluated in the promotion process. The three Areas of Excellence are: Clinical Expertise and Innovation, Investigation and Teaching and Educational Leadership.

**ARI:** Office of Academic and Research Integrity

**Clinical Department:** Department based at one or more HMS affiliates or at HSDM. Faculty members appointed through clinical departments are not on a tenure clock.

**Committee of Professors:** All Professors on the Faculty of Medicine whose main function is to consider nomination to the positions giving a seat on the Faculty of Medicine.

**Committee on Appointments, Reappointments, and Promotions (CARP):** HSDM committee comprised of all departmental and institutional leaders. CARP reviews all promotion candidates at the rank of assistant or associate professor.

**Council of Academic Deans (CAD):** Committee comprised of the academic deans and the HMS deans most directly involved in the promotions and appointment process.

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**Dean:** Unless specified further, Dean refers to the Dean of the Faculty of Medicine.

**DICP:** Office for Diversity Inclusion and Community Partnership.

**eTAD-** Electronic Turn Around Document. This form is used to request all changes in faculty job status. It is generated from the etad tabs in a person's record in MARS. The *eTAD: Personal* is used for reporting demographic changes including important contact data such as current email, home address and telephone numbers. The *eTAD Job/Comp/Costing* is used to initiate appointment actions.

**Faculty Council:** A representative committee of junior and senior faculty elected by their peers to serve in an advisory capacity to the Dean.

**Faculty of Medicine (FoM):** All faculty with appointments at Harvard Medical School (HMS) and/or Harvard School of Dental Medicine (HSDM).

**Faculty Profile Form** – Form used to report faculty work effort, work location, teaching assignment, mentor assignment and other verifications of eligibility for an initial appointment as instructor or lecturer.

**HMS Executive Committee:** HMS committee typically comprised of clinical appointing department leaders across multiple affiliated institutions (e.g. Surgery Executive Committee comprised of departmental leadership from the Department of Surgery at BCH, BIDMC, BWH, and MGH). Executive Committees review promotion candidates nominated for the rank of Assistant Professor and above.

**HSDM Executive Committee:** HSDM committee comprised of all full-time full Professors at HSDM. The HSDM Executive Committee reviews all senior faculty appointments at HSDM. In the promotion and appointment processes, the HSDM Executive Committee may function as an executive committee and a senior appointments committee.

**Ladder Faculty:** Individuals at the rank of Instructor, Assistant, Associate or full Professor. Ladder faculty are eligible to be considered for promotion along the academic ladder until attaining the rank of full Professor.

**Longer Service:** A standing sub-committee of the Promotions, Reappointments and Appointments Committee that reviews all promotions to Assistant Professor via Longer Service Criteria (both full and part-time).

**MARS** – Medical Area Reporting System. A data repository for all faculty appointment actions entered into PeopleSoft. It is an interactive application which allows individuals with access to view faculty appointments and generate related reports.

**OFA:** Office for Faculty Affairs

**PeopleSoft** – Harvard University's data system. Appointee information such as Personal Information, Benefits and Payroll (if applicable), Time and Absence, and Job information pertinent to faculty is securely entered and managed in PeopleSoft.

**Preclinical Chairs (PCC):** Committee comprised of department heads from HMS basic and social science departments based on the quadrangle. In the promotion and appointment processes, the PCC may function as both an Executive Committee and a Senior Appointments Committee.

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Managed by the Office for Faculty Affairs

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**Promotions, Reappointments and Appointments Committee (P&R):** Two standing committees each comprised of ~25 HMS professors that review all appointments and promotions to Assistant Professor and Associate Professor (both full and part-time).

**QuickHire Form** – Electronic form to submit a request to the Office for Faculty Affairs for an initial academic appointment.

**RAAP** – The annual reappointment process through which annual faculty appointments (Lecturer, Instructor, Member of the Faculty) are extended, and through which it is verified that these faculty continue to meet the criteria applicable to their rank. Typically, the end date of an annual appointment is June 30 and reappointments are effective July 1.

**Senior Appointments Committee (SAC):** Institutional committee comprised of senior faculty from an affiliate or the parent organization of one or more affiliates. SACs review candidates for promotion to senior faculty appointments (e.g. Professor, Professor Part-time, and Professor in Residence).

**Senior Faculty:** Faculty who hold professorial-level appointments (e.g. Professor, Professor Part-time and Professor in Residence).

**Significant Supporting Activity (SSA):** Activity outside a faculty member's Area of Excellence to which the faculty member makes substantial contributions as evaluated in the promotion process. The five Significant Supporting Activities are: Administration and Institutional Service, Clinical Expertise, Education of Patients and Service to the Community, Investigation and Special Merit in Education.

**Social Science Council (SSC):** Committee comprised of departmental leadership from HMS social science departments based on the quadrangle. In the promotion and appointment processes, the SSC may function as both an Executive Committee and a Senior Appointments Committee.

**Subcommittee of Professors (SOP):** A standing committee comprised of ~30 HMS professors that reviews all promotions or appointments to Professor, Professor Part-time, and as Professor in Residence. Members also serve as chairs on all professorial *ad hoc* evaluation committees.

**TRAAP** – The reappointment process for term faculty (Assistant and Associate Professors) and for part-time Professors. Through this process, it is verified that these faculty continue to meet the criteria applicable to their rank and that they remain in good standing. Typically, the reappointment date will be on 10/30 at an interval of every three years for an Assistant Professor, five years for an Associate Professor, and five years for a Professor, Part-time.

**Voting Faculty:** Full-time and Part-time Professors, Professors in Residence, Associate Professors, Assistant Professors, three-year Senior Lecturers, and three-year Lecturers are voting members of the faculty. Other institutional or administrative personnel and Principal Associates may be appointed to voting faculty status on an individual basis. HMS/HSDM voting faculty may not hold voting faculty appointments at any other academic institution(s).