



2023 Annual Reappointment RAAP Instruction GUIDE

Reappointment of Annual Faculty: due Friday April 28, 2023

The annual faculty appointments of Instructor, Lecturer, and Corresponding Member of the Faculty must be reviewed and confirmed *before June* 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 2022, **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, we ask you to continue to submit the faculty name.

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, 2023.**

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

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

The RAAP report output serves 4 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
- To allow departments to review and update demographic information on their faculty including current email addresses

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

- **Term Reappointments** (due to the Office for Faculty Affairs)
Assistant Professors, Associate Professors, Three year Senior Lecturers, Principal Associates, and Professors, Part-time
- **Non-Faculty Academic Appointments** (due to the Office for Faculty Affairs via Dropbox or ACADappi@hms.harvard.edu by March 31, 2023)
Research Associates, Associates and Research & Clinical Fellows



Also, you will find sample template on the Office for Faculty Affairs website that might be helpful in collecting data from your faculty:

- **Sample Communication for Collecting Reappointment Data TEMPLATE** ([LINK](#))
Please encourage your faculty to list all scheduled teaching of Harvard learners for the academic year (annual totals by category).

Getting Started: Access and Run the RAAP Report on MARS

If you are the principal administrator of annual reappointments for your department and need access to MARS to run this report, please complete the request form at: [link to access request form](#).

1. From MARS, using the drop-down function for **HR Reports** in the grey banner on the left-hand side of the page select **Employee and Job Lists**
2. On the next page, click on **Review of Annual Appointments Instr/Lect/MOF/CMF**



Run the department RAAP report for Instructors, Lecturers 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 **Search**

MARS Medical Area Reporting System

Term Reappointments List Search

Department: *All Departments
Academic Programs (100085)
Academic and Clinical Programs (100028)
Academic and Research Integrity (100049)
Adelstein Lab (100062)
Administration-HMS (100148)
Alumni Affairs and Development (100105)
Anaesthesia-Beth Israel Deaconess (100147)
Anaesthesia-Boston Children's Hospital (100139)
Anaesthesia-Brigham and Women's Hospital (100156)

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

Job location: *All Locations
1 Oxford St, Science Ctr
10 Cowperthwaite St, Mather
100 Old Causeway Rd, Concord
1033 Mass Ave

Search **Reset**

1. At the top middle of the screen use the **Actions** drop down function to select **download**

HARVARD MEDICAL SCHOOL

MARS Medical Area Reporting System

Term Reappointments List

Return to search

Go Actions

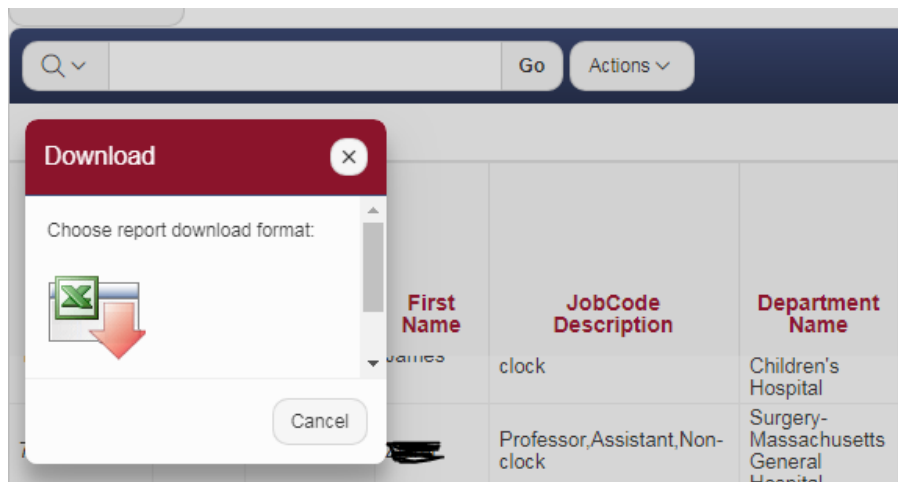
Select Columns
Filter
Rows Per Page
Format
Save Report
Reset
Help
Download

Employee ID	Empl Rcd	Last Name	First Name	Department
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock



2. A download window will pop up, click on the **Excel** report icon
3. Report will appear on the bottom left side of your toolbar

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 the Harvard community is very important as many other business processes rely on this information. **We request 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 07/01/2023
- If an appointee is due to leave on September 14 use 9/15/2023

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



Important:

You should also make sure that the **demographic information** on your faculty is accurate in the HMS systems. Please feel free to either print out personal information eTADs to correct this information by individual or to add this information to the RAAP Report by adding additional, well-labeled, columns.

For example, after labeling **Column V** as “**Notes**”, you might label **Column W** “**Email update**” and **Column X** “**Mailing address update**”, etc.

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	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment 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 of Peers (eg, CME)	Hours of Local Invited Presentation(s)	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	51XX827	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	9077XX5	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	207XX483	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	6056XX9	0	Hoffman	Anita	Lecturer (Annual)	HMS*Medcn-BIDMC		6/30/2017														
11	7XX7406	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	Philips	Constance	Member of Faculty	HMS*Medcn-BIDMC	HMS0105	6/30/2017														


To Reappoint Instructors

Enter a New Effective Date of **7/1/2023** in Column **I** and the New Appointment End Date of **6/30/2024** 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	New Appointment End Date	Effective Date	Termination Date	New Appointment End Date	Date of career conference	HMS Mentor Name (Last, Middle)	Hours Teaching Students in Courses	Hours Formal Teaching Residents, 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 Invited Presentation(s)	Mentoring	Educational Administration
1	XXX61410	0	Glenn	David	Corresponding Mmt	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. Buildi
3	XXX81039	0	Beruti	Marco	HMS/HSDM Instruct	HMS*Medcn-BIDI			6/30/2017	7/1/2017		6/30/2018	11/10/2016	Dianno, Peter			1000					500
4	51XX8827	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	3092XX2	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	9077XX5	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	7079XX2	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	Dianno	Peter	Lecturer (Annual)	HMS*Medcn-BIDI			6/30/2017	7/1/2017		6/30/2018									50	
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	Peducci	Alessia	Member of Faculty	HMS*Medcn-BIDI	HMS		6/30/2017	7/1/2017		6/30/2018										PhR review pending Prof review pending
13	9XX71473	0	Phillips	Constance	Member of Faculty	HMS*Medcn-BIDI	HMS		6/30/2017	7/1/2017		6/30/2018										

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 **7/1/2023** in Column **I** and a New Appointment End Date of **6/30/2024** 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, 2023** using the following naming convention:
DEPARTMENT NAME.LOCATION.RAAP2023

You will submit your Spreadsheet using Dropbox:

1. Preferred method – DROPBOX. your pdf packet(s) of documents **once you have completed the packet(s)**, titled as indicated above, in the “HMS OFA RAAP-TRAAP (department name)” folder. You should receive a Dropbox invitation to access your department’s folder from the Appointments Team
2. Send FACULTY related questions to the OFA *facappt* account (facappt@hms.harvard.edu)
3. Send NON-FACULTY questions to the OFA *ACADappt* account (ACADappt@hms.harvard.edu)

For Faculty reappointments, once the RAAP spreadsheet is uploaded to your dropbox folder, complete the submission process by sending a notification email to facappt@hms.harvard.edu, with a cc to your appointing department head.

For Non-Faculty reappointments, see separate instructions.

The body text of **your email must include the following statement:**

Our submission of this RAAP sheet constitutes our affirmation that the following statement applies to each faculty member included in the enclosed list:

This candidate is a faculty member in good standing with an appropriate hospital appointment and associated credentialing. To the best of my knowledge, other than as may be indicated herein, the candidate 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 pending or closed investigations or other concerns known to me that raise questions about the candidate’s integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate’s contributions as a member of the Faculty of Medicine of Harvard University.

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 617-432-3274.

If you are the principal administrator of annual reappointments for your department and need access to MARS to run this report, please complete the request form at: [link to access request form](#).