Annual Appointments CHECKLIST

For New Instructors:

Please submit as **ONE pdf** in the following order:

- eTAD for someone who previously held a Harvard appointment; if new to Harvard with no previous Harvard appointment, **after you have submitted the .pdf**, complete the Quick Hire form in PeopleSoft and we will receive an automated email notifying us it is in the PeopleSoft queue. If the latter applies to your appointment, this item (the Quick Hire form) will not be included in your pdf.
- CV in Faculty of Medicine format
- Nominating Letter with Department Head signature
- Completed Faculty Profile form for all new Instructors, both new hires and those who previously held a Harvard appointment. This form references search documents which are required if the individual is external; search documents are not needed for a fellow transitioning to Instructor. Note that all fields must be completed.

Checklist:

- ☐ Do the start and end dates on the PeopleSoft Quick Hire form/eTAD match the dates on the nominating letter?
- ☐ Have you used the correct PeopleSoft job code on the eTAD and/or QuickHire form: **000403 for Instructor, Full-Time**; **000462 for Instructor, Part-Time**?
- ☐ If applicable, are **all** the fields on the eTAD corrected to match the details of the requested appointment? (e.g., is the end date correct, is the title correct?)
- ☐ Is the candidate's name consistent across the quick hire form or eTAD/letter/CV?
- ☐ Is the requested title consistent on all documents?
- ☐ Is your document and any related communication titled following the HMS OFA naming convention? (**Last, First.instructor**)
- ☐ Please email to facappt@hms.harvard.edu

Search requirements question?
The appropriate *Search Committee GUIDE* can be found in section 5 on the *Checklists, Forms, Guides and Templates* webpage.

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For New Lecturers:

Please submit as **ONE pdf** in the following order:

- eTAD for someone who previously held a Harvard appointment; if new to Harvard with no previous Harvard appointment, **after you have submitted the .pdf**, complete the Quick Hire form in PeopleSoft, and we will receive an automated email notifying us it is in the PeopleSoft queue. If the latter applies to your appointment, this item will not be included in your pdf. Use PeopleSoft job code **000322 for Lecturer, Full-Time appointments; 000321 for Lecturer, Part-Time**, and for all other Lecturer codes, consult with facappt@hms.harvard.edu.

- CV in Faculty of Medicine format

- Nominating Letter with Department Head signature

- Completed Faculty Profile form for all new Lecturers, both new hires and those who previously held a Harvard appointment. Note that all fields must be completed.

Checklist:

☐   Do the start and end dates on the PeopleSoft Quick Hire form/eTAD match the dates on the nominating letter?

☐   Have you used the appropriate Lecturer PeopleSoft job code on the eTAD and/or QuickHire form: **e.g. 000322 for Lecturer, Full-Time; 000321 for Lecturer, Part-Time?**

☐   If applicable, are all the fields on the eTAD corrected to match the details of the requested appointment? (e.g. is the end date correct, is the title correct?)

☐   Is the candidate's name consistent across the quick hire form or eTAD/letter/CV?

☐   Is the requested title consistent on all documents?

☐   Is your document and email subject line titled using the HMS OFA file naming convention? **(Last, First.lecturer)** (ex. Harvard, John.lecturer)

☐   Please email to facappt@hms.harvard.edu

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For Visiting Appointments:

Please submit as **ONE pdf** in the following order:

- Updated CV
- Nominating Letter including dates, description of role, with Department Head Signature
- Note that the visiting title must match the title at the home institution, as documented in the CV

Complete the Quick Hire form in PeopleSoft, and we will receive an automated email notifying us it is in the PeopleSoft queue.

Checklist:
- ☐ Do the start and end dates on the PeopleSoft Quick Hire form match the dates on the nominating letter?
- ☐ Is the candidate's name consistent across the Quick Hire form /letter/CV?
- ☐ Is the requested title consistent on all documents?
- ☐ Is your document and email subject line titled using the HMS OFA file naming convention? **(Last, First.visiting)** (ex. Harvard, John.visiting)
- ☐ Please email to facappt@hms.harvard.edu

For Corresponding Member of the Faculty Appointments:

Please submit as **ONE pdf** in the following order:

- eTAD with all fields corrected and requesting a change to Corresponding Member of the Faculty (PeopleSoft **job code 010001**) appointment
- Brief Letter including effective date through 6/30 of the following year, and an explanation of how the faculty member will continue to contribute to the department and the need for the continued affiliation with HMS, with Department Head signature
- Please title the subject of any related email to facappt@hms.harvard.edu as: Last, First.corresponding

Checklist:
- ☐ Do the effective date and end date on the eTAD match the date on the nominating letter?
- ☐ Is the candidate's name consistent across all documents?
- ☐ Is the requested title consistent on all documents?
- ☐ Is your document and email subject line titled using the HMS OFA file naming convention? **(Last, First.corresponding)** (ex. Harvard, John.corresponding)
- ☐ Please email to facappt@hms.harvard.edu

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