2019 Annual Reappointment RAAP Instruction GUIDE

Reappointment of Annual Faculty: due Friday April 26, 2019

The annual faculty appointments of Instructor, Lecturer, and Corresponding Member of the Faculty must be reviewed and confirmed before May 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 2018, 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, you should terminate the appointment.

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 26.

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 3 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

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

- **Term Reappointments** (due to Faculty Affairs)
  - Assistant Professors, Associate Professors, Three year Senior Lecturers, Principal Associates, and Professors, Part-time
- **Non-Faculty Academic Appointments** (due to Human Resources)
  - 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**  
  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

1. MARS (Medical Area Reporting System) is accessed from the Applications box on the [eCommons](https://ecommons.harvard.edu/) home page, after log in
2. 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**
3. 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 Continue

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

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**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 therefore recommend 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 07/01/2019
- If an appointee is due to leave on September 14 use 9/15/2019

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 REAPPPOINTMENTS.

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:

To Reappoint Instructors

Enter a New Effective Date of 7/1/2019 in Column I and the New Appointment End Date of 6/30/2020 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:

<table>
<thead>
<tr>
<th>Employee FAX</th>
<th>Employee Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Code Department</th>
<th>Employee Appointed Date</th>
<th>New Effective Date</th>
<th>New Appointed End Date</th>
<th>New Appointment End Date</th>
<th>Note</th>
<th>Chair</th>
<th>Dean</th>
<th>Notes</th>
<th>Notes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000123</td>
<td>E. Smith</td>
<td>Edward</td>
<td>Jones</td>
<td>HSS/MDM</td>
<td>6/30/2017</td>
<td>7/1/2017</td>
<td>6/30/2020</td>
<td>6/30/2020</td>
<td></td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
</tr>
<tr>
<td>1000000234</td>
<td>F. Brown</td>
<td>Frank</td>
<td>Davis</td>
<td>HSS/MDM</td>
<td>6/30/2017</td>
<td>7/1/2017</td>
<td>6/30/2020</td>
<td>6/30/2020</td>
<td></td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
<td>JD</td>
</tr>
</tbody>
</table>

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 7/1/2019 in Column L and a New Appointment End Date of 6/30/2020 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.”

*Updated January 2019*
Final Step: Submit your report to OFA

Return your RAAP sheet no later than April 26, 2019 using the following naming convention: DEPARTMENT NAME.LOCATION.RAAP2018 by emailing to facappt@hms.harvard.edu, with a cc to your appointing department head.

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 617-432-2702 to speak with Katie Chasson or Greg Demetriou.

If you are the principal administrator of annual reappointments for your department and need access to MARS to run this report, please contact Jennifer Galbraith Ryan at jennifer_ryan@hms.harvard.edu.