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## Evaluation Letter Requirements for Secondary or Joint Promotion/Appointment to Assistant Professor CHECKLIST

### Definition of terms:

- Internal letter = Letter writer is appointed by Harvard and/or any of its primary affiliates.  
External letter = Letter writer is not appointed by Harvard or any of its primary affiliates.

Note: Letters are to be solicited by the department, not the candidate.

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### **Secondary appointments (for a candidate who is already an Assistant Professor in the primary department):**

- At least 4 letters - writers must be at rank of Associate Professor or above for at least the minimum number of required letters
  - At least 2 internal
  - At least 1 external
  - The 4<sup>th</sup> letter could be either internal or external

### **Joint promotion in 2 departments to Assistant Professor at the same time:**

- At least 6 letters - writers must be at rank of Associate Professor or above for at least the minimum number of required letters
  - For the minimum 6 letters, **each** department must provide:
    - At least 2 internal
    - At least 1 external

### **Joint appointment in 2 departments to Assistant Professor at the same time:**

- At least 6 letters - writers must be at rank of Associate Professor or above for at least the minimum number of required letters and may not be a member of the Harvard search committee
  - For the minimum 6 letters, **each** department must provide:
    - A least 1 letter from outside most recent home institution
    - 2nd and 3rd letters could be internal or external