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.

---

**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 4th 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