



Materials Required to Nominate an Incumbent for an Endowed Professorship or to Transition an Incumbent to Distinguished or Emeritus/a Status CHECKLIST

Please submit all materials electronically to the Office for Faculty Affairs at endowedprof@hms.harvard.edu. Please ensure that all materials are complete prior to submission, and all documents are sent as separate files, at the same time.

For nominated endowed incumbents (Associate or Professorial)

- Nominating letter signed by the appointing department head and/or CEO
 - Please use the template available on the OFA website*
 - The nominated incumbent's proposed endowed professorship title should match the guidance in the professorship terms, i.e. "the incumbent shall be known as..."; if the terms do not specify the incumbent's endowed title, please contact the Office for Faculty Affairs before submitting materials for clarification
 - When discussing the appropriateness of the incumbent for the professorship based on the terms, reference specific text from the terms when present or note that the terms do not provide guidance on this
- CV in Faculty of Medicine format
 - Please ensure that the CV has been updated within the past three months
 - CV should include the candidate's current academic title and any administrative titles or current activities relevant for the endowed professorship

For current incumbents transitioning to distinguished status

- Nominating letter signed by the appointing department head and/or CEO
 - Please use the template available on the OFA website*

For current incumbents or distinguished transitioning to emeritus/a status

- Nominating letter signed by the appointing department head and/or CEO
 - Please use the template available on the OFA website*

Endowed professorships questions?

*Procedures for endowed professorship appointments are detailed in **Sections 7 and 8** of the *Governance, Appointment and Reappointment Handbook*. Templates for the nominating letters may be found under Sections 7 and 8 on the *Checklists, Forms, Guides and Templates* web page. Any questions can be sent to endowedprof@hms.harvard.edu.