



Materials Required for Search Candidate Appointment at the Rank of Professor CHECKLIST

Needed before letters of evaluation can be obtained by the OFA

- Long list of candidates
 - Includes everyone who responded to an advertisement along with individuals recommended as candidates by others
 - No one on this list may be asked to write a letter

- Recommended Reviewers List Excel outlining suggestions for letter writers and comparands
 - Please use the excel template named “Recommended Reviewers List Excel for Promotion to Professor TEMPLATE” (with no formatting changes).
 - List of comparands (at least 5; preferably including some individuals who were on the short list and are at a similar stage as the candidate)
 - List of potential external letter writers (at least 14); no more than 50% should be collaborators/colleagues; 1-2 names from candidate’s prior institution; 2-3 international names recommended; minimize duplication of institutions
 - Internal letter writers are not needed, but may list 1-3 names of people not on the search committee; minimize duplication of departments and institutions
 - Search committee discusses and approves the final list in a conference call or meeting

- Promotion/appointment criteria by which candidate will be evaluated
 - Area of Excellence
 - 0-4 optional Significant Supporting Activities

- Candidate’s CV in Faculty of Medicine format
 - Please note that the CV must include a narrative report

- Annotated bibliography of the candidate’s ten most significant scholarly works

Needed six weeks prior to the ad hoc search review committee meeting

- List of all places advertised and dates ads were posted; copy of at least one actual advertisement

- List of individuals asked to suggest possible candidates; sample of the letter sent requesting names

Updated March 2019

- Intermediate list of candidates (those selected for first round interviews)
- Short list of candidates (names forwarded to leader authorized to negotiate with the final candidate)

Needed two weeks prior to the ad hoc search review committee meeting

- Search Report
 - Includes documentation that the search committee members reviewed all letters of evaluation and voted regarding a professorial appointment

- Statement of Integrity and Professionalism (submitted by the appointing Department Head)

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.