



Materials Required for Submission for Appointment and Promotion to Assistant and Associate Professor CHECKLIST

Please electronically submit the following materials to the Office for Faculty Affairs at PnR@hms.harvard.edu. Please ensure that all materials are complete prior to submission.

- Assistant and Associate Professor Term Appointment and Promotion Cover Sheet
 - Department Head Signature
 - Executive Committee chair signature (or separate letter) for clinical departments
 - Selection of *Area of Excellence* and applicable *Significant Supporting Activities*
 - Identification of impartial letter writer(s) for Associate Professor candidates only
 - Response from department regarding the *Statement on Integrity and Professionalism*:

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.
- MARS appointment history sheet
- Search documents (*if applicable – see document named: “Search Documentation for Assistant and Associate CHECKLIST”*)
- Department Head nominating letter (see document named: “Department Head Nominating Letter TEMPLATE”)
- Candidate's CV in Faculty of Medicine format
- Required referee letters for rank (see documents named: “Checklist for Assistant Professor Evaluation Letter Requirements” and “Checklist for Associate Professor Letter Requirements”)
 - If necessary, see template named “Department Head Letter Soliciting Evaluation for Assistant and Associate Candidates”
- PDF files of the candidate's self-selected most significant scholarly works (selected scholarship should be cited on the CV)
 - 2 scholarly works for Assistant Professor candidates
 - 5 scholarly works for Associate Professor candidates
 - Middle author explanation (*if applicable*)
 - No scholarship is necessary for Assistants going up for promotion/appointment via Longer Service Criteria

Updated November 2018